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ABSTRACT

Prepared by the reference faculty of the Ramsey Library at the University of North Carolina at Asheville, this guide is the primary text for Bibliography 101, a one-hour course designed to help undergraduate students acquire basic understandings of the range of information resources available, how information is organized, and how it can be retrieved. Following a brief introduction to the course, the guide is divided into the following sections: (1) Ramsey Library, including library hours, circulation policies, library services, and library collections; (2) Library Research; (3) The Library and Its Classification System, including classification, library catalogs, and subject access to books; (4) Types of Library Material, including the reference collection, periodicals, indexes to parts of books, and government documents; and (5) Evaluating Sources. The library's online search guide and examples of catalog cards and microfiche are reproduced; and sample entries are provided as illustrations of the contents and use of several reference sources. In addition, brief exercises are inserted throughout the guide. An illustration of bibliographic forms and a sample bibliography, are appended, as well as a bibliography of 55 style manuals. A glossary of 33 useful terms is also provided. (KM)

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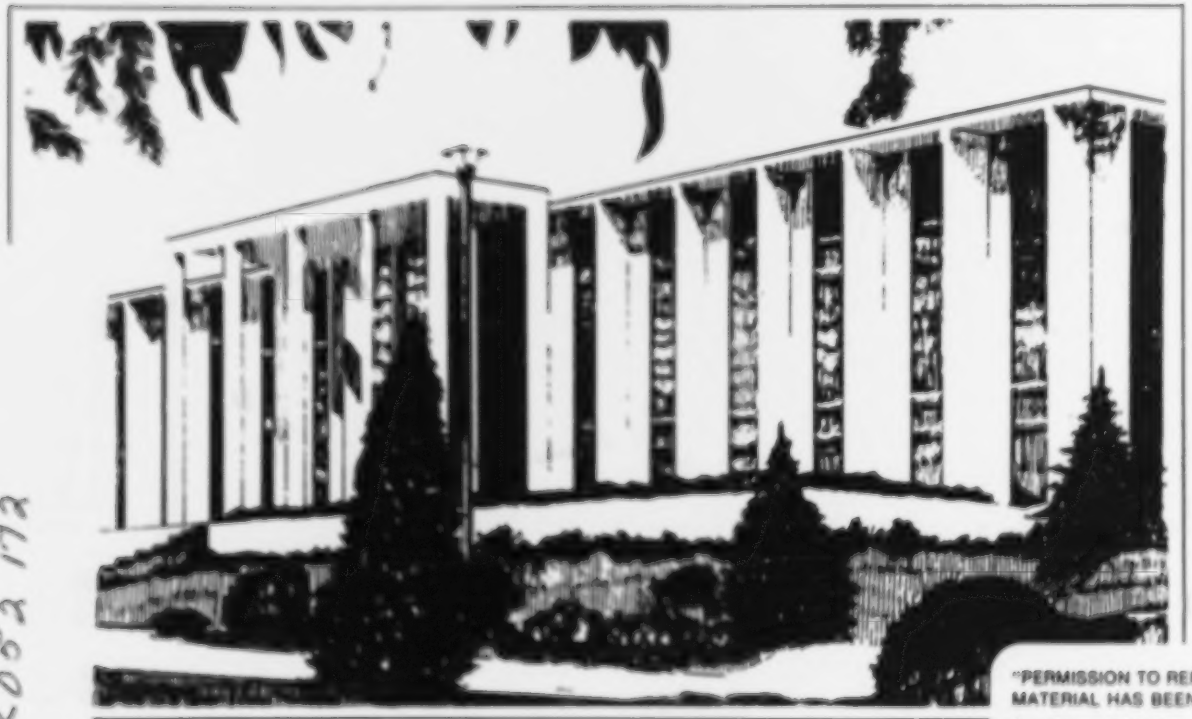
INTRODUCTION TO LIBRARY RESEARCH

The University of North Carolina at Asheville



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INTRODUCTION TO LIBRARY RESEARCH

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August 1986

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PREFACE

Providing students with opportunities to develop basic library skills has long been a goal of the educational process at UNCA. To facilitate the development of these skills, University regulations require that all students demonstrate competency in the use of the library as a part of their undergraduate education. Students may meet this requirement by passing a competency examination or by enrolling in a one-hour bibliography course.

This book is intended to serve as the primary text for the course, Bibliography 101. Some of the material in this text has been freely adapted from a previous Bibliography 101 text, Guide to Library Research, by Marie Devine. Chapters on the use of library classification and library catalogs have been adapted from the Student Library Instruction Manual, a publication of the Ramsey Library faculty.

Mrs. Janet Mousbey, UNCA adjunct professor of Bibliography, offered many valuable suggestions, for which we are most grateful.

Thanks are also due to student assistant Chris Greenawalt who spent many long hours typing and proofing call numbers.

INTRODUCTION

"Tell me, I forget.
Show me, I remember.
Involve me, I understand."

Ancient Chinese Proverb

The course you are now taking is designed to involve you in the process of library research. In this course you can acquire basic understandings of the range of information resources available, how information is organized, and how it can be retrieved. These understandings will enable you to use the resources of the D. Hiden Ramsey Library --or any other library --in a more efficient and productive manner.

This course is not designed to make you "mini-librarians." Despite the large amount of factual material to be covered, you will be learning only basic strategies and acquiring only fundamental skills. We at the Ramsey Library hope that you will benefit from this course and that the skills you acquire will enable you to find information on any subject you choose, whether for a course of formal study or for personal enlightenment.

PART I

RAMSEY LIBRARY

Library Hours

Monday - Thursday	8:00 AM -	11:00 PM
Friday	8:00 AM -	9:00 PM
Saturday	10:00 AM -	6:00 PM
Sunday	1:00 PM -	10:00 PM

Special hours will be posted during exam week, semester breaks, holidays, and summer semester.

Circulation Policies

Loan Periods

Books, Cassettes, Government Documents - 3 weeks

Periodicals - Overnight, from 2 hours before closing to one hour after opening the next day.

Fines

Three week loans: 50 cents per week (for example, items overdue for 1 - 7 days = 50 cents fine; items overdue 8 - 14 days = $1.00 fine)

Two hour reserves and periodicals - 50 cents per hour
One day, three day and one week reserves - $1.00 per day

Users must present a valid student ID to check out library materials or to use reserve materials.

Library Services

Ramsey Library offers many services in addition to providing a collection of books and other materials for library users to consult and borrow. Some of these services are described on the following pages.

Reference Service

Ramsey Library provides reference service for all library users. The purpose of this service is to offer assistance in locating needed information or material, instruction in the use of any of the library's material or equipment, and guidance in choosing the most appropriate information source. There is a librarian available at the reference desk during most of the hours that the library is open.

Reserve Service

The reserve service is available at Ramsey Library in order to provide access to materials which are required for any particular courses. Through this service, a professor may place his or the library's materials "on reserve" and restrict their use to short time periods and/or to use only in the library.

Material which has been placed on reserve is located behind the circulation desk. Each item is assigned a number and listed under the professor's name in a Reserves notebook at the circulation desk. Any student may ask for the material by giving the professor's name and the assigned number. However, the student is required to use his or her ID card to check out the material, even if it is restricted to use only in the library.

Interlibrary Loan Service

Interlibrary loan is a service for library users who need access to material which Ramsey Library does not own. The interlibrary loan system allows Ramsey Library to borrow books or obtain photocopies of journal articles from other libraries in the United States.

There is usually no fee for borrowing books but there is a "per page" fee for photocopies and sometimes an additional handling fee, depending on the policy of the lending library.

This service is available to faculty, staff, and students at UNCA and to students from other campuses who are taking courses on the UNCA campus. Request forms and further information may be obtained at the reference desk.

Dialog Database Search Service

This service provides computer-assisted retrieval of bibliographic citations and certain other types of information. Many of the indexes, abstracts, and directories owned by Ramsey Library, as well as many which are not owned, are available in computer databases and may be searched "online" for relevant citations.

Searches are done by reference librarians using microcomputers to access databases at DIALOG Information Services, Inc. in California. Information on scheduling a

search and on search costs may be obtained, along with search request forms, at the reference desk.

Audio-Visual Equipment

As a service to library users, Ramsey Library maintains the audio-visual equipment necessary to make use of library materials which are in non-print format. Available equipment includes microfilm and microfiche readers, printers for making paper copies of microfilm and microfiche, audio cassette players and headphones for listening to cassette tapes, video cassette players, and record players. Headphones for use with audio cassette and record players may be checked out from the circulation desk.

Exhibits

The library maintains a permanent display area on the main floor near the library entrance through which displays are rotated. Through its own collection and through borrowing from other sources, the library attempts to develop displays relevant to the concerns of both the University and the community. Student suggestions and contributions are welcome.

Other Services

In addition to the above services, Ramsey Library provides individual and group study rooms, typewriters and a typing room, and a microcomputer lab for student, staff, and faculty use.

Library Collections

Library materials of similiar format, similiar purpose, or on certain subjects are often gathered together and placed into separate collections. In Ramsey Library, cataloged items in collections are identified by special location symbols that appear as the first element in the call numbers of the items. The separate collections of Ramsey Library along with their location symbols, their locations, and a description of the material in them are listed on the next two pages.

Collection	Location Symbol	Physical Location
MAIN COLLECTION	MAIN	Upper and Main Floors
Collected Material: circulating books on all subjects.		
OVERSIZED BOOKS	QUARTO or FOLIO	Upper Floor
Collected Material: circulating books which, because of their larger format, cannot stand on the regular shelves.		
JUVENILE LITERATURE	JUV. LIT	Basement, Curriculum Materials Center
Collected Material: circulating young adult and children's literature.		
AUDIO DISCS and AUDIO CASSETTES	AUDIO DISC AUDIO CASS.	Main Floor, Front
Collected Material: sound recordings of music, plays, stories, speeches, radio programs, etc.		
VIDEO CASSETTES	VIDEO CASS.	Main Floor, Front
Collected Material: video recordings of television programs, plays, movies, lectures, etc.		
REFERENCE COLLECTION	REF	Main Floor, Center
Collected Material: noncirculating books which, by their content and organization, are designed to be used for looking up specific facts.		
LEGAL REFERENCE	REF LAW	Main Floor, Rear
Collected Material: noncirculating volumes of federal and state laws, cases, and reports.		
BUSINESS REFERENCE	BUS REF	Main Floor
Collected Material: noncirculating business directories, manuals, and stock reports.		
ATLASES	ATLAS	Main Floor
Collected Material: volumes of maps on many subjects and geographical areas.		

Collection	Location Symbol	Physical Location
SPECIAL COLLECTION	SPEC COLL	Ask at Circulation Desk

Collected Material: UNCA archival material; books that have unusual local value; rare books; unbound prints and manuscripts.

PERIODICALS	PER	Current issues and periodical indexes: Main Floor Bound titles: Basement Microform titles: Main Floor

See Ramsey Library UNCA Holdings List for format and location of each title.

Items in the following collections are generally not listed in the main library catalog.

MICROFORMS COLLECTION — Main Floor

Collected Material: back issues of journals and newspapers; ERIC documents and some government publications on microfiche.

GOVERNMENT DOCUMENTS — Main Floor

Collected Material: U.S. government and North Carolina state publications.

CURRICULUM MATERIALS — Basement

Collected Material: North Carolina state adopted textbooks. See the printed catalog in the Curriculum Materials Center for titles in this collection.

PAPERBACK COLLECTION — Basement

Collected Material: popular fiction and nonfiction.

PART II

LIBRARY RESEARCH

THE RESEARCH GAME

They sought it with thimbles, they sought it with care;
They pursued it with forks and hope;
They threatened its life with a railway share;
They charmed it with smiles and soap.

The Hunting of the Snark
(Fit V, stanza 1)

Like the hapless searchers for Lewis Carroll's Snark, you may be looking for something--specifically, information in a library-- in the wrong way. Just as railway shares were no help in capturing the elusive beast, so may your methods of searching for information fail to produce much useful material. To work with ease and confidence among a library's resources, you must have a through knowledge of how library materials are organized and how they are located.

Whenever you need to find material in a library, consider your search as a kind of exercise in problem-solving. Ask yourself the following basic questions:

1. WHAT KIND OF INFORMATION DO I NEED?

Do I want statistics, historical information, current newspaper and/or magazine articles? Do I need a brief overview of the topic, biographical information, dates, maps, lists of books, or critical articles about a literary work?

2. HOW MUCH INFORMATION DO I NEED?

Am I doing a major research paper that requires twenty references or am I writing a short expository paper that needs only two or three kinds of supporting documentation? Don't gather so much material that you become swamped with evidence and have no time to think about the thesis and organization of your paper or report. Be sure to ascertain from your professor whether the paper requires certain kinds of printed documentation. Some professors want a definite number of books, periodical articles, or newspaper articles in the bibliography for an assignment.

Make sure you understand the distinction between PRIMARY and SECONDARY sources of information. A primary source is evidence recorded by participants in or observers of the event being studied. A secondary source is a study written subsequent to an event and is generally based on primary records. For example, a diary of a Confederate soldier kept during the fight would be a primary source for information on

the Battle of Gettysburg. Books and articles written about Gettysburg by historians are considered secondary sources.

3. ARE THE SOURCES I'VE CHOSEN APPROPRIATE FOR MY TOPIC?

Once you have chosen your library materials, you must evaluate them according to how useful they will be in documenting your research paper. Are the sources dated appropriately? For contemporary topics and current events, you will need material as up-to-date as possible. In practice, this usually means newspaper and current magazine articles. If you are working on a historical subject, you will need written sources from that particular time period, as well as subsequent secondary sources written years after the event. For example, you could not write an accurate account of the bombing of Hiroshima and Nagasaki without reading contemporary newspaper and magazine accounts, but you would also need scholarly articles written later in order to put the subject in historical perspective.

Remember to compare the types of treatment presented in your written sources. Some articles are scholarly, in-depth presentations of a subject. Often these articles will have footnotes that will lead you to further reading about your subject. Articles appearing in the more popular magazines, such as Time and the Rolling Stone lack this supporting documentary evidence. Some popular magazines, such as Harper's and The Alantic, will treat subjects in greater depth than other magazines, despite their lack of footnotes. Your choice of scholarly or popular presentation will depend both on your subject and on the level of paper you are writing. You do not need to read the complete Watergate hearings to write a five-page paper on ex-President Nixon's last year in office.

4. ARE MY SOURCES AUTHORITATIVE?

Question the authoritativeness of your authors. Just because something is in print does not mean that it is automatically accurate, thorough, or unbiased. There are printed aids to help you judge your sources. Book reviews can help you evaluate the material and accounts of an author's qualifications in standard biographical dictionaries can help you judge the qualifications of your authors. In the end, however, the final judgement must be your own.

Key Facts

Libraries contain a wide assortment of print and non-print material. It is your responsibility to choose which items best suit the requirements of your topic. These

items will certainly include more than just books found through the library catalogs. In fact, some subjects will require that you use only journal articles and newspapers; for others, only federal and state government documents can provide the best source of facts. You cannot choose research sources intelligently until you are aware of all the possible types of resources in a library. There are, however, strategies for discovering these types. Keep in mind the following six principles:

1. Library books are arranged in a logical and coherent manner on the shelves by special combinations of letters and numbers called CALL NUMBERS. These CALL NUMBERS reflect the subject of the book. Most U.S. public and college libraries arrange their books by one of two classification schemes: Dewey Decimal or Library of Congress. Learn which system your library uses and on what floor your favorite subjects are kept.

2. All libraries have catalogs that list books in the collection by author, title, and subject. Sometimes this catalog is represented by cards filed in drawers. Other libraries will have their catalog reproduced on flat pieces of microfilm, called microfiche. Still others will let you search the catalog on easy-to-use computer screens. Ramsey Library has both computerized and microfiche catalogs. The type of material included in the catalog varies from library to library. All libraries will include records for books owned, but some libraries will have separate catalogs or computer-printed lists for journals or separate catalogs for government documents or non-print media.

3. All libraries will have INDEXES that list journal and newspaper articles. Such an index is the Readers' Guide to Periodical Literature, which provides lists of articles in nearly 200 popular magazines. Other indexes provide subject and author guides to journal articles, books, and research studies in specific disciplines such as psychology, art, and history. Some of these indexes even provide summaries of the contents of the books and articles they list. These summaries, called ABSTRACTS, can help you decide whether a book or article is going to be useful for your research. There are dozens of such indexes published, some dealing with a wide variety of general subjects and some only with specific topics. Just remember that these indexes tell you only what articles have been published. They do not indicate that your library owns these journals.

4. Other types of indexes will list poems, plays, essays, short stories, novels, criticism and speeches published in book form. Some will list book reviews published in newspapers and magazines. All of these specialized indexes will lead you to sources not listed in the library catalog.

5. Entire books, called BIBLIOGRAPHIES, exist that will give you the titles of books and other print and non-print material on given subjects, such as divorce, or about specific individuals, such as John F. Kennedy.

Evaluative Checklist for Research Papers

When you have completed the first draft of you research paper, ask yourself the following questions:

1. Have you appropriately narrowed your topic to manageable size?

2. For your overview, have you consulted subject encyclopedias or handbooks (if available)?

3. Have you used the most accurate L.C. subject headings when checking the library catalog?

4. Have you chosen the most appropriate reference books for your topic?

5. Have you consulted subject periodical indexes and abstracts, when appropriate, rather than just general indexes?

6. Have you used the most accurate subject headings in periodical and newspaper indexes, abstracts, and bibliographical tools?

7. Is your material appropriate to a college-level paper in complexity and sophistication of content or treatment?

8. Is the material cited sufficiently specific for your topic, or is it too general?

9. Are there a sufficient number of primary sources (when appropriate)?

10. Are there sufficient secondary sources?

11. Are the forms of the bibliographical citations consistent with accepted usage?

12. Are the footnote forms consistent with accepted usage?

PART III

THE LIBRARY AND ITS CLASSIFICATION SYSTEM

CHAPTER 1: CLASSIFICATION

Purposes and Uses of Library Classification

The main difference between a library and a warehouse full of books is that books and other materials within libraries are organized and arranged to facilitate information retrieval. The chief instrument by which this is accomplished in libraries is the library classification system.

There are a number of library classification systems in use in the United States. One with which you are probably familiar from your high school library is the Dewey Decimal system. In this system, the universe of knowledge is divided into ten main categories, and these categories are subdivided as the need arises. The range of numbers from 500 to 599, for example, is used for the broad category of the pure sciences, with the sub-range 530-540 used for the specific science of physics. Thus, in a library using the Dewey system, all books dealing primarily with the pure sciences will be arranged together and assigned classification numbers within the range 500 - 599, and books dealing specifically with physics will be arranged together and assigned numbers within the range 530-540.

Below is a summary table showing the divisions of the Dewey class for pure science:

CLASS:	500	Pure Science
DIVISIONS:	510	Mathematics
	520	Astronomy
	530	Physics
	540	Chemistry
	560	Paleontology
	570	Biology, anthropology
	580	Botany
	590	Zoology

A second library classification system, one which is used in many academic libraries, including Ramsey Library at UNCA, is the Library of Congress classification system. Like the Dewey system, this system facilitates library research and information retrieval by grouping materials together by subject. But whereas the Dewey system uses ranges of numbers to indicate subject categories, the Library of Congress system uses letters of the alphabet to indicate the basic categories, and then adds additional letters and numbers to these to indicate more specific subject categories. Thus, in

the Library of Congress system, Q is the letter used to indicate the broad category of science, and QC is used to indicate the specific subject of physics. Numbers are added to make the classification even more specific, as in QC474, which is the classification symbol for the more specific subject of radiation physics.

Q	Science (General)	QH	Natural History
QA	Mathematics	QK	Botany
QB	Astronomy	QL	Zoology
QC	Physics	QM	Human anatomy
QD	Chemistry	QP	Physiology
QE	Geology	QR	Microbiology

Once you know the broad classification designation for a particular subject, you can go directly to the shelves where items on that subject are grouped and locate the specific item you want or browse the shelves for related items which may be of interest to you. The classification-based call numbers facilitate browsing through grouping items on one subject together, and, further, through grouping closely related subjects close to each other. The subject approach is pervasive in the system. Even biographies are not classified separately as in the Dewey system, but with the subject matter with which the biographee is best known.

The following is a schematic overview of the broad categories in the Library of Congress system:

A General Works
Collections; encyclopedias; general reference works; year books; general history of knowledge

B Philosophy
General philosophy; logic; psychology; esthetics; ethics; mythology; specific world religions; the Bible; theology; sects and denominations

C Auxiliary Sciences of History
Biography; history of civilization; archeology; coin collecting; heraldry; genealogy

D History: General, European, Asian, African, Australian

E History: American (General) and the United States (General)

F History: United States (Local) and American except the United States

G Geography, Anthropology
Atlases and maps; cartography; physical geography;

oceanography; folklore; customs; sports; amusements; games

H Social Sciences
Statistics; economic history and theory; transportation and communication; commerce; finance; sociology; social history; family; marriage; women; races; classes; criminology; communism

J Political Science

K Law

L Education

M Music

N Fine Arts
Architecture; painting; sculpture; graphic art; engraving; decoration

P Language and Literature
Philology and linguistics; classical; modern European; Slavic; Oriental and African; literary history; English and American; fiction

Q Science
Mathematics; astronomy; physics; chemistry; geology; botany; zoology; human anatomy; physiology; bacteriology

R Medicine
All branches of medicine and dentistry; pharmacy; nursing

S Agriculture
Horticulture; forestry; hunting sports

T Technology
Engineering; building; roads; railroads; fire prevention; motor vehicles; aeronautics; photography; mining; chemical technology

U Military Science

V Naval Science
Navigation; naval architecture; navies

Z Bibliography and Library Science
History of books and printing; subject bibliographies; individual bibliographies of authors

EXERCISE

Determine the broad classification letter used in the Library of Congress classification system for the subject which is your major. Go to the reference shelves where books in that classification are located. Notice how the books are arranged and how the classification system attempts to make information retrieval easy for you.

Call Numbers

The subject classification of a book (or some other kind of material, such as a phonographic disc) together with a so-called book or "Cutter" number go to make up the call number of the item. The call number is a unique designator for the item, which is used to locate the item physically on a shelf relative to other items. This call number usually appears on the spine of a book (or in a convenient, visible place on other kinds of library materials) and also appears on any records in the library catalog describing the item, so that the item may be quickly found and retrieved for use once a record for the item has been found in the library catalog. Some typical Library of Congress call numbers (the kind used in Ramsey Library) appear below.

RC	BH
440	21
.G67	.H6
	1982

In the first example, RC440 is the classification portion of the call number, representing in this case the subject of psychiatric nursing, and .G67 is the book number, which is usually derived from the first letter of the last name of the author, plus numerals. The book number allows this book to be shelved in alphabetical order with other books by authors who have written books on this subject. In some call numbers, the year of publication of the item is also added, as shown by the second example above.

Since call numbers are based on classification designations, materials in the library on a particular subject are generally assigned call numbers which cause the material to be shelved closely together. The great advantage of this, again, is that it enables you to complete your searches for materials on that subject much more efficiently than would be possible if items on that subject were scattered at random throughout the library. To find an item for which you know the call number, you simply proceed to that section of the library where materials on your subject

are shelved, and then read the call numbers to find the specific item you need. The items are shelved by call number alphabetically and then numerically in ascending order, from left to right, with the numbers in the book number being treated as decimal fractions. The illustration below shows the correct order of shelving for the call numbers indicated.

BF	BH	BH	BH	BH	BH
789	210	210	210	211	213
G7	.F33	.F4	.F43	.A86	.R33

There are, however, a few exceptions to the ideal arrangement of all items on one subject being shelved together. In Ramsey Library, exceptions to this rule are made sometimes because (a) an item on the subject may be of a specifically reference nature and thus be of more use if it is shelved in the reference collection rather than in the main collection with the rest of the material on that subject, (b) the item is too large for the regular shelves and must be shelved in the oversized books area, (c) the item is of a format which does not permit shelving in the main collection, such as audio cassettes, or (d) the item, although dealing with the subject, may be primarily about another subject. It is important to realize that a book, for example, may be about several different subjects; but it can be assigned only one classification and call number. Hence, even under the best of circumstances, not all the material on a particular subject will be located in one place, because books and other items frequently deal with more than one subject. However, the subject section of the library catalog, because it can list books by as many subjects as necessary, supplements the classification system by providing access to a book through each of its important subjects.

When an item is not located in the main collection because it is of a different format, because it is a reference book, or because it is an oversized book, a special holdings location code is added to the classification and book number to complete the call number. Some holdings location codes used in Ramsey Library with which you should be familiar are REF (for Reference Collection), QUARTO and FOLIO (for oversized books) and AUDIO DISC and AUDIO CASS. for audio disks and cassettes respectively.

EXERCISE

Determine the call numbers of two of your favorite books from the library catalog. See if you can find these books on the shelves. Notice the filing order of the books, and how books on related topics are grouped together.

CHAPTER 2: LIBRARY CATALOGS

Catalog Contents

In addition to the use of library classification as a means of facilitating information retrieval, most libraries also provide a catalog of their collections. The library catalog is a familiar feature to most library users. For most of the twentieth century in most libraries, the catalog has been in the form of a card catalog, with individual cards displaying the bibliographic descriptions of the books and other materials owned by the library. As has already been noted, Ramsey Library has both online and microfiche catalogs. That traditional mainstay of the library--the card catalog--was retired in Ramsey Library in October of 1983, and replaced by a computer-generated catalog, which is available to the public in the form of a computer output microform (COM) catalog and in the form of an online catalog.

It is important for you to realize that all of the information which was formerly held in the card catalog is now available in the computer-generated catalogs--only the format is different. In addition, the computer-generated catalogs, especially the online catalog, make available to you ways of searching for information which simply are not possible with a card catalog. The card catalog is no more; but the library catalog, the basic index to the library's book collections, should serve you even better in its new computerized form.

Whether it is the COM or the online system, the library catalog contains bibliographic records which describe and give call numbers for the many different kinds of materials which the library owns: these include books, periodicals, audio discs and cassettes, video cassettes and filmstrips, and microforms. (The library does not own 16 or 35 mm films.) For most of these materials, you should find an entry in the catalog under the author of the item, the title, and one or more subject terms which may have been assigned. What you will not find in the catalog, however, is access to the contents or parts of these items. The library catalog does not show the particular volumes or issues of a periodical title that the library owns, nor does it index articles which appear in periodicals which the library owns. You should use the Ramsey Library UNCA Periodicals Holdings List for this kind of detailed access to periodicals which the library owns, and sources like the Readers' Guide to Periodical Literature or one of the many other periodical indexs for access to articles which appear in the periodical literature.

In addition, most of the government documents owned by the library are not listed in the catalog; nor will you find

the individual contents of collections or anthologies of essays, short stories, poems, or plays listed in the catalog (though you will find the collection or anthology itself listed). You should use the published Monthly Catalog of United States Government Publications or the Federal Government Publications Catalog as the basic indexes to government documents, and the various indexes to collections and anthologies (discussed later in this manual) as the basic guides to the contents of books.

Despite these limitations, the library catalog is an invaluable tool in your research, providing you with author, title, and subject access to most of the material which the library owns. It should be one of your first stops when you come to the library looking for materials.

Catalog Organization and Searching

Library catalogs are basically organized as author indexes, title indexes, and subject indexes to the books and other materials the library owns. In the case of the COM catalog in Ramsey Library, this organization is apparent. Certain fiche are designated as Author Catalog, others as Title Catalog, and others as Subject Catalog. On these fiche, author, title, and subject entries are listed in a strict, alphabetical order, from A to Z. Entries beginning with numerals appear at the end of the fiche. The same organization prevails in the online catalog, although it is not so apparent. Internally, the computer maintains and searches separate author, title, and subject indexes in response to your commands.

As straightforward as author, title, and subject searches are, there are, nevertheless, a few wrinkles which you need to be aware of in order to make your catalog searching as efficient as possible.

The main point is that not just any name or subject term is used as an access point. In order to maintain consistency and integrity in the catalog, the library attempts to use one and only one name for each author (personal or corporate) represented in the catalog, and one and only one term for each subject used in the catalog. Accordingly, while Mark Twain may have been known variously as Mark Twain, Sam Clemens, Samuel Langhorne Clemens, etc., he is entered in the catalog under only one of these forms, namely Mark Twain. The general rule is that an author will be entered under the form of name by which he is best known. Cross references from other names or other forms of his name may be used in the catalog to guide you from forms which are not used to those which are used, but these may not always be present, so do

not give up if you do not find an author under one form of name. Try a different form.

Similarly, an attempt is made to use one and only one term for each distinct subject listed in the catalog. You will learn more about subject access to books in the following chapter.

To summarize, when using the library catalog you should first determine whether you are searching for a known item, that is a book or some other kind of library material of which you know an author's name or the title of the item, or for unknown items in a certain subject area. Use author and/or title searches for known items, being aware that works by a personal author will be entered under the heading for that person in the author portion of the catalog, with last name entered first, followed by first name and perhaps middle name or initial. Use a subject search when you are not looking for specific known items, but want material on a certain topic or in a subject area.

Catalog Records: Reading Record Contents

A bibliographic record, as found in the library catalog, is a brief description of an item owned by the library--a book, video cassette, or some other form of material--together with a number of headings or access points which may be used to "look up" the item in the catalog. Typically, a bibliographic record will consist of headings or access points for the author or authors of the item, headings for subject terms which may have been assigned to the item, and a descriptive portion which will indicate the title of the item, the place of publication, the publisher, the date of publication, the number of pages (if it is a book), whether or not illustrations are present, and a designation of the size of the item in centimeters.

The figures on page 27 illustrate the bibliographic record for the book Dictionary of Language and Linguistics, by R.R.K. Hartmann and F.C. Stork, first as it would appear on the COM catalog and then as it would appear in the online catalog. Note especially that since this particular book is authored by two individuals, there is a heading or access point for each of them. The entry for R. R. K. Hartmann is shown as the main entry at the top of the record; the heading for F.C. Stork is shown as an "added entry" at the bottom of the record in what is called the tracings portion of the record. In the tracings are listed all the access points to the record with the exception of the main author entry, which appears at the top of the record, and the title, which appears as part of the bibliographic description in the body of the record. At the very bottom of the record, of course, is the call number, which links the record to the physical

item that it describes. The LCCN and RID numbers shown on the records need not concern you. They are of use to librarians and those who manage the database, but are of no practical importance to library users.

Thus, to use again as an example the book Dictionary of Language and Linguistics, you could find this book in the library catalog using either the name of the primary author, the name of the joint author, the title of the book, or the subject of the book. All these are access points to the book. Once the bibliographic record for the book is found, you can then easily identify the place of publication of the book, its publisher, date of publication, number of pages, and whether or not it has illustrations or a bibliography.

COM RECORD

Hartmann, R. R. K.

Dictionary of language and linguistics [by]
R. R. K. Hartmann and F. C. Stork. --
London, Applied Science Publishers [1973, c1972]

xviii, 302 p. illus. 23 cm.

Bibliography: p. 277-302.
ISBN: 0470356677.

Tracings —
1. Language and languages--Dictionaries.
2. Linguistics--Dictionaries.
I. Stork, F. C., joint author. II. Title.

Call Number — REF P29 .H34

ONLINE RECORD

Hartmann, R. R. K.

Dictionary of language and linguistics [by]
R. R. K. Hartmann and F. C. Stork.
London, Applied Science Publishers [1973, c1972]
xviii, 302 p. illus. 23 cm.

Bibliography: p. 277-302.
ISBN: 0470356677.

Tracings —
1. Language and languages--Dictionaries.
2. Linguistics--Dictionaries.
I. Stork, F. C., joint author. II. Title.

Ohio Univ Lib NIM NIM

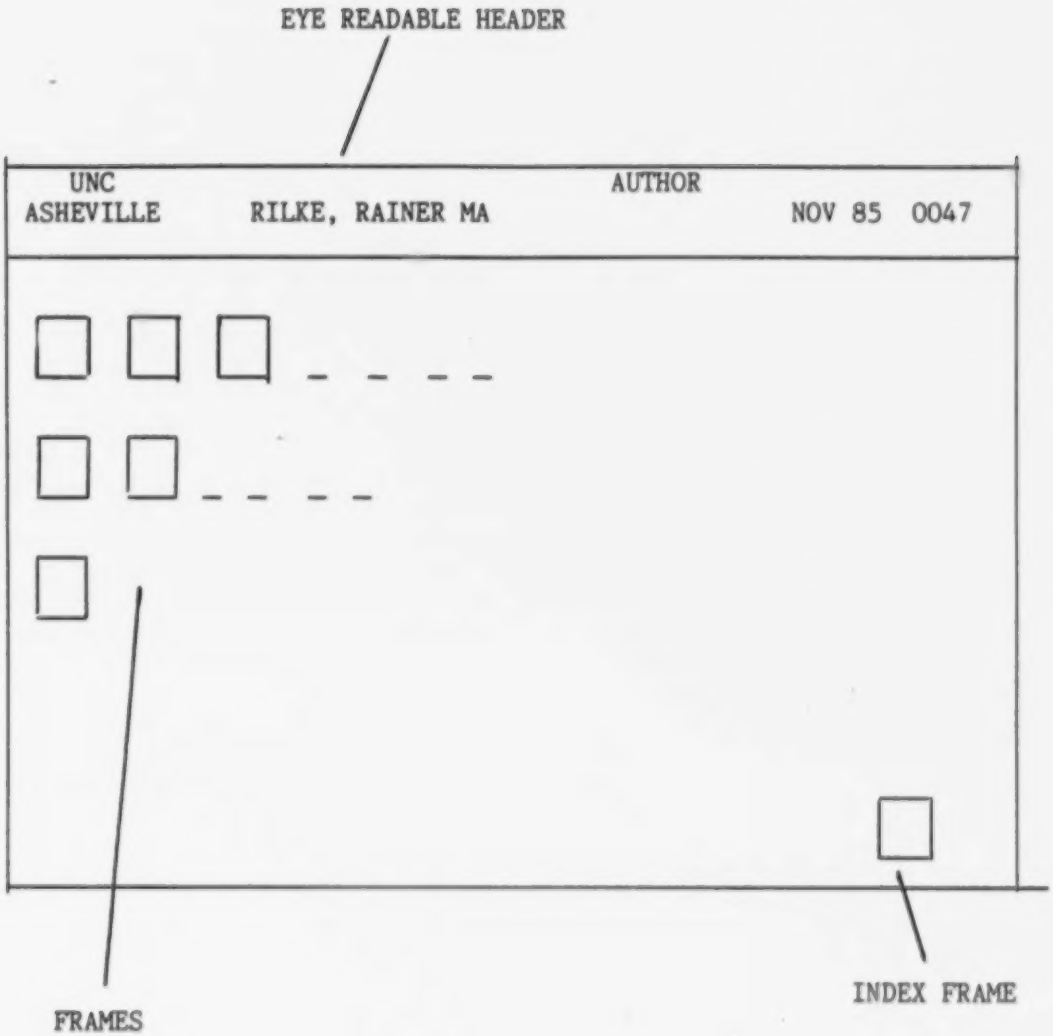
Location(s), Call Number(s), and Extent of Holdings
Call Number — REF P29 .H34

The COM Catalog

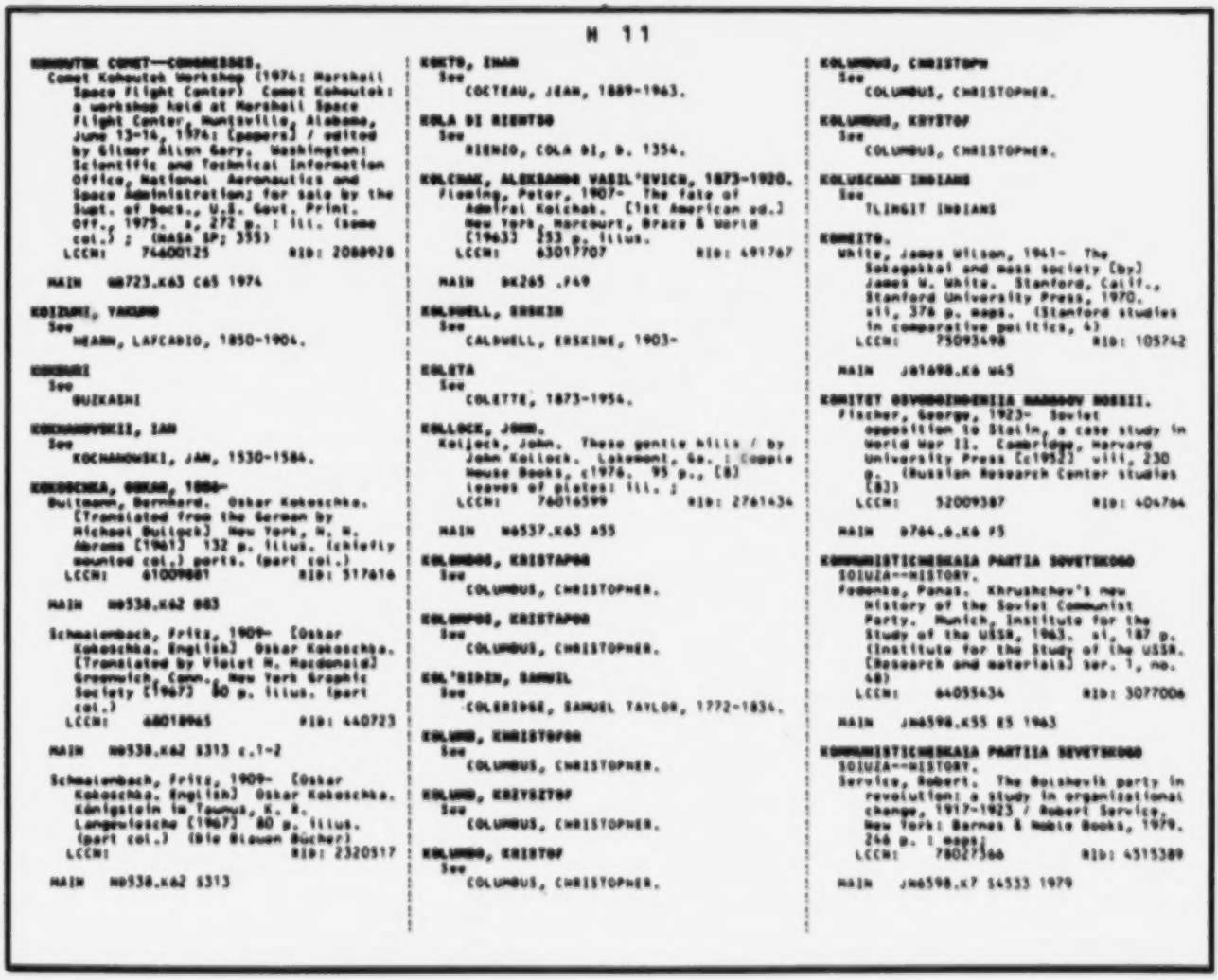
What is a COM catalog? "COM", as indicated above, is an acronym for Computer Output Microform. Thus, the COM catalog is actually a catalog on microforms (in this case, microfiche) which is produced from data stored in a computer. The microfiche are roughly 4 x 6 inch rectangles of film, onto which the micrographically reduced information is written. To read the microfiche, you must use a microfiche reader, which magnifies the reduced image back to a size which can be read easily by the human eye. The microfiche reader is a relatively simple device, consisting of a lamp for illumination, a lens for magnification, and a screen onto which the magnified image from the microfiche is projected. To use the COM catalog, you simply select the fiche you want using the eye-readable headers at the top of the fiche, turn on the machine with the on-off switch, insert the fiche under the lens, and use the index on each fiche and the pointer and grid on the machine to get to the frame which you wish to view. Just like the old card catalog, the fiche catalog is divided into author, title, and subject portions, and entries within these divisions are arranged in a straightforward alphabetical way.

The illustration on the next page indicates the parts of the fiche with which you should be familiar. The eye-readable header at the top of the fiche indicates the first entry on the fiche. The fiche indicated will then contain all the entries from that point in the index up to but not including the entry which appears as the eye-readable header on the next fiche.

The index frame on each piece of fiche shows the first entry which appears on the frame designated by the coordinates associated with the entry in the index. Do not think that an entry does not appear on the fiche because it is not in the index. To repeat, the index lists the first entry on each frame. There are many entries on a frame (an example of a fiche frame can be found on page 30). Use the index and the grid and pointer on the reading machine to reach the frame where an entry should appear, and then scan the frame to see the exact entries which are present. When scanning the fiche, be sure to move up and down in columns rather than horizontally in rows, in order to move successively through the entries.


EYE READABLE HEADER
UNC
ASHEVILLE
RILKE, RAINER MA
AUTHOR
NOV 85 0047
FRAMES
INDEX FRAME

One frame on a COM microfiche



H 11

KOHOUTEK COMET--CONGRESSES.
Comet Kohoutek Workshop (1974: Marshall Space Flight Center) Comet Kohoutek: a workshop held at Marshall Space Flight Center, Huntsville, Alabama, June 13-14, 1974: (papers) / edited by Gilmer Allen Gary. Washington: Scientific and Technical Information Office, National Aeronautics and Space Administration; for sale by the Supt. of Docs., U.S. Govt. Print. Off., 1975. x, 272 p. : ill. (some col.) ; (NASA SP; 355)
LCCN: 74600125 RID: 2088928

MAIN QB723.K63 C65 1974

KOIZUMI, YAKUMO
See
HEARN, LAFCADIO, 1850-1904.

KOKURI
See
OUIKASHI

KOKHANOVSKII, IAN
See
KOCHANOWSKI, JAN, 1530-1584.

KOKOSCHKA, OSKAR, 1886-
Bultmann, Bernhard. Oskar Kokoschka. (Translated from the German by Michael Bullock) New York, H. N. Abrams (1961) 132 p. illus. (chiefly mounted col.) ports. (part col.)
LCCN: 61009881 RID: 517616

MAIN NB538.K62 B83

Schmalenbach, Fritz, 1909- [Oskar Kokoschka. English] Oskar Kokoschka. (Translated by Violet M. Macdonald) Greenwich, Conn., New York Graphic Society (1967) 80 p. illus. (part col.)
LCCN: 68018965 RID: 440723

MAIN NB538.K62 S313 c.1-2

Schmalenbach, Fritz, 1909- [Oskar Kokoschka. English] Oskar Kokoschka. Königstein im Taunus, K. R. Langewiesche (1967) 80 p. illus. (part col.) (Die Blauen Bücher)
LCCN: RID: 2320517

MAIN NB538.K62 S313

KOKTO, JHAN
See
COCTEAU, JEAN, 1889-1963.

KOLA DI RIENTSO
See
RIENZO, COLA DI, d. 1354.

KOLCHAK, ALEKSANDR VASIL'EVICH, 1873-1920.
Fleming, Peter, 1907- The fate of Admiral Kolchak. (1st American ed.) New York, Harcourt, Brace & World (1963) 253 p. illus.
LCCN: 63017707 RID: 491767

MAIN DK265 .F49

KOLDUELL, ERSKIN
See
CALDWELL, ERSKINE, 1903-

KOLETA
See
COLETTE, 1873-1954.

KOLLOCK, JOHN.
Kollock, John. These gentle hills / by John Kollock. Lakemont, Ga. : Copple House Books, c1976. 95 p., [8] leaves of plates: ill. ;
LCCN: 76016599 RID: 2761434

MAIN N6537.K63 A55

KOLOMBOS, KRISTAFOR
See
COLUMBUS, CHRISTOPHER.

KOLOMFOS, KRISTAFOR
See
COLUMBUS, CHRISTOPHER.

KOL'RIDJR, SAMUIL
See
COLERIDGE, SAMUEL TAYLOR, 1772-1834.

KOLUMB, KHRISTOFOR
See
COLUMBUS, CHRISTOPHER.

KOLUMB, KRIYSTOF
See
COLUMBUS, CHRISTOPHER.

KOLUMBO, KRISTOF
See
COLUMBUS, CHRISTOPHER.

KOLUMBUS, CHRISTOPH
See
COLUMBUS, CHRISTOPHER.

KOLUMBUS, KRYSTOF
See
COLUMBUS, CHRISTOPHER.

KOLUSCHAN INDIANS
See
TLINGIT INDIANS

KOMEITO.
White, James Wilson, 1941- The Sokagakkai and mass society [by] James W. White. Stanford, Calif., Stanford University Press, 1970. xii, 376 p. maps. (Stanford studies in comparative politics, 4)
LCCN: 75093498 RID: 105742

MAIN JA1498.K6 W45

KOMITET OSVOBOZHDENIIA NARODOV ROSSII.
Fischer, George, 1923- Soviet opposition to Stalin, a case study in World War II. Cambridge, Harvard University Press [c1952] viii, 230 p. (Russian Research Center studies [8])
LCCN: 52009387 RID: 404784

MAIN B784.6.K6 F5

KOMMUNISTICHESKAIA PARTIIA SOVETSKOGO SOIUZA--HISTORY.
Fedenko, Panas. Khrushchev's new history of the Soviet Communist Party. Munich, Institute for the Study of the USSR, 1963. xi, 187 p. (Institute for the Study of the USSR. [Research and materials] ser. 1, no. 48)
LCCN: 64055434 RID: 3077006

MAIN JN6598.K55 E5 1963

KOMMUNISTICHESKAIA PARTIIA SEVETSKOGO SOIUZA--HISTORY.
Service, Robert. The Bolshevik party in revolution: a study in organizational change, 1917-1923 / Robert Service. New York: Barnes & Noble Books, 1979. 246 p. : maps;
LCCN: 78027566 RID: 4515389

MAIN JN6598.K7 S4533 1979

BEST COPY AVAILABLE

Basically, a COM catalog is a card catalog on microfiche. As such, it shares some of the disadvantages of the card format, as compared to an online system. Key word searching, truncation, and Boolean combinations, available through the online catalog, are not available in a card or COM catalog. Moreover, the Ramsey Library COM catalog is not quite as current as the online catalog, since a new edition of the COM is not produced as often as the database of the online system is updated with new bibliographic records.

EXERCISE

Use the COM catalog to determine the different editions of Thomas Wolfe's book Of Time and the River that the library owns.

Use the COM catalog to locate books on the history of the American Civil War as it took place in North Carolina.

The Online Catalog

Like the COM catalog, the online catalog contains all the bibliographic information and access points you are familiar with from your experience with card catalogs. In addition, it provides ways of searching for information which simply are not possible with a card catalog or a COM catalog.

To search the online catalog, you need to use one of the computer terminals located on the main floor, which are connected directly to the computer which contains the library database. The system is designed for the public to use. You do not need to be a computer expert to use the online catalog efficiently and effectively. However, as with the card catalog, there are a few basic things which you need to know--and the more you know the better you can search.

First, in order to send a message to the computer, you have to type the message into the terminal using the keyboard. The keyboard is basically a standard typewriter keyboard with some additional keys. The additional keys of most interest to you are (1) the XMIT key, which is used to transmit your message to the computer once you have typed it into the terminal, (2) the arrow keys, used to move forward and backward in order to type over any mistakes you may make while typing your message, and (3) the function keys F1, F2, and F3, which are keys that have been programmed to make searches easier for you.

To search using the online catalog, use the programmed

function keys, F1, F2, or F3, which are the blue keys at the top of the keyboard.

Use the blue function key, F1, to conduct an author search. Pressing this key displays a screen which prompts you to type in the name of your author and press the XMIT key. Title and subject searches may be done in a similar fashion using the blue function keys, F2 and F3, respectively.

As with the COM catalog, you need to be aware that the subject terms used in the online system are from a controlled vocabulary list known as the Library of Congress Subject Headings (discussed later). You may want to consult this list before doing a subject search on the online catalog. It will help you determine the valid terms used for the subject in which you are interested.

Two of the powerful search capabilities which the online system offers beyond basic author, title, and subject searching are truncation and keyword searching. The term "truncation", as used in online catalog searching, refers to the process of using shortened search terms along with a special truncation symbol to instruct the computer to search for terms which match the shortened term up to the point of the truncation symbol. In the Ramsey Library catalog, the symbol "#" is used as a truncation symbol. Hence, if you are not sure of an author's full name and want the computer to retrieve records for all books in which the author's last name is Blake, you may enter "Blake,#". The computer will then search and display for you a list of all books owned by the library in which the author's last name is Blake. Similarly, you could add letters from the first name to reduce the number of records retrieved, as in "Blake, W#". In this case, only records for authors with the last name Blake and whose first name begins with a "W" would be retrieved. Truncation can be used in title and subject searches as well.

Key word searching, as used in the online catalog, refers to the capability of the computer to retrieve records based on one or more significant words which appear in the record. Key word searching in the Ramsey Library system is most effectively used with title searches. For example, in order to retrieve the bibliographic record for the book Gone With the Wind, you do not have to type in the whole title. Typing in a single word of the title (with the exception of non-significant words like articles and conjunctions) will result in the record for that item being retrieved. Hence, to retrieve the record for Gone With the Wind, you could type in "Gone", or "Wind", or "Gone Wind", or the full title. As long as the word or words entered appear in either the title

or the subtitle of the item, the computer will retrieve the record for that item. Of course, generally you should enter as many significant words from the title as you know, in order to reduce the number of records which your search retrieves. Typing in "Gone", in a title search for example, will retrieve the record for Gone With the Wind, but it will also retrieve records for every other item owned by the library in which the word "gone" appears in the title or subtitle.

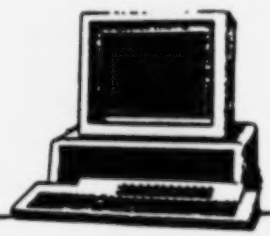
Another useful capability found in the online catalog is the so-called browsing function. Browsing in the online catalog is the process of viewing an alphabetical list of headings used in the catalog. This technique allows you to scan the author, title, or subject indexes in the catalog to determine whether the term in which you are interested appears in the catalog. To browse the author index, type "B A" and then enter the name where you wish to begin the browse, followed by the XMIT key. Similarly, for title and subject browses enter "B T" and "B S", followed by the title or subject term where you wish the browse to begin.

Boolean combinations are special instructions to the computer which allow you to combine concepts or ideas for the purpose of narrowing and refining an online search. For instance, the Boolean operator AND can be used to link the concepts Pesticides AND Carson, Rachel. Such a search would retrieve the book Silent Spring which is about the impact of the pesticide DDT on the environment. Boolean combinations on the online system used in Ramsey Library are available only through special access codes, which require special instruction from the librarians.

Once you have retrieved a full record in response to a search on the online catalog, the bibliographic information will appear in a form similar to that found on the COM or in a card catalog. The call number of the item will appear at the bottom of the record.

On the next page there is an illustration of a guide (available at the terminals) which will help you in searching the online catalog.

ONLINE SEARCHING GUIDE (available near the online terminals)



SEARCHING THE ONLINE CATALOG

A quick, easy way to do straightforward author, title, or subject searching is to use the BLUE FUNCTION KEYS, located at the top of the terminal, marked F1, F2, and F3.

AUTHOR SEARCH

Press F1 key and type in author's name (last name first) and press XMIT key. If you do not know an author's full name, type as much as you know, followed immediately by the # sign, and press XMIT key, e. g. Blake, W#

TITLE SEARCH

Press F2 key and type in significant words from the title and press XMIT key. You do not have to know full title. You do not even have to enter the words in their correct order.

SUBJECT SEARCH

Press F3 key and type in subject term or terms. REMEMBER: you must use valid Library of Congress terms as listed in the "RED" books. You may include subdivisions, by separating the subject from the subdivision with two dashes, e.g. AGRICULTURE--CHINA. Do not use common subdivisions like "HISTORY", however, as this will result in too many hits.

THE NEXT STEP

After you have entered a valid search, the computer will respond in 1 of 5 ways, depending on the number of items retrieved by your search.

ZERO HITS

If the computer does not find a record matching your request, it will display: "NO ITEMS WERE FOUND MATCHING YOUR LAST REQUEST". Try another search by pressing F1, F2, or F3. Use a different form of the author's name or a different subject term.

ONE HIT

If the computer finds exactly one record which matches your request, the full record will be displayed, complete with call number listed at bottom.

TWO TO TEN HITS

If the computer finds 2 to 10 records which match your request, it will display summaries of these records, including author, title, etc. Each record will be identified by a number immediately to its left. To see the full record, type #, the number associated with the summary record, and then press the XMIT key, e.g. #2.

MORE THAN TEN HITS

If the computer finds more than 10 records (but less than 2000) which match your request, it will display: NNN BIBLIOGRAPHIC RECORDS FOUND, where NNN is replaced by the actual number retrieved. Type NG and press the XMIT key to see summaries of these records, 7 records at a time. Type the # sign, a number, and press the XMIT key to see the full record for any of these items, e.g. #7.

MORE THAN 2000 HITS

If the computer retrieves more than 2000 records which match your request, it will display: # OF ITEMS FOUND EXCEED 2000. PLEASE BE MORE SPECIFIC. This usually means that you have used a very common word in your search like "history", "study", "introduction", etc. Try the search again leaving out these words, or try a different search.

If you get lost while doing a search, press the key marked "Help" and wait. The computer will re-display the main screen for you and you can begin your search anew.

EXERCISE

Use the online catalog to find a book by an author whose last name is the same as yours.

Use the online catalog to find library books on the topic of earth sciences. List the author, title and call number of two of the books that Ramsey Library owns.

CHAPTER 3: SUBJECT ACCESS TO BOOKS

You have already learned that items owned by the library are listed in the library catalog by author, title, and, usually, one or more subjects. Successful subject searching often requires a bit more effort and sophistication than author or title seaching.

Suppose you wanted to find some books on welfare and looked under that term in the library's subject catalog. You wouldn't have found anything listed. You would be wrong, however, to conclude that the library had no books on welfare; instead, you may have used the wrong subject heading for the topic. The problem is that there are often many ways to express more or less the same topic. Are books on boats listed under boats, or ships, or ocean-going vessels? Are books about the sea listed under sea or ocean? Just as with names of persons, it is more convenient to have books on the same topic listed in the same place or under one and only one heading in the catalog. It is therefore necessary for libraries to determine what terms to use for listing each distinct subject in the catalog and to communicate those choices to library users. Libraries make use of subject heading lists to insure that this is accomplished.

Subject heading lists are compilations of the terms chosen to represent topics. Alternate, but not uncommon, names for these lists are "thesaurus" and "controlled vocabulary." There are many such lists, but one widely used is the Library of Congress Subject Headings, 10th edition (hereafter referred to as LCSH), compiled by the Library of Congress in Washington, D.C. Ramsey Library takes its subject headings from this list. If you had consulted the LCSH before doing your search on welfare, you would have discovered that PUBLIC WELFARE was the proper expression for this topic and not simply "welfare." The LCSH, in two large red volumes plus supplements, is designed to provide valid subject headings for the entire universe of knowledge. Ramsey Library, being a relatively small library, will obviously not make use of all the headings listed in LCSH, since it will not have books on every possible subject.

The LCSH actually does much more than simply list terms that may be used for subject headings. Let's examine an entry from the list and learn how to interpret it. You would do well to look at the LCSH entry for "Satanism" while reading this passage.

Satan
see Devil
Satanism
sa Demonic possession
Yezidis
x Black mass
Devil-worship
xx Demonology
Devil
Occult Sciences
Religion
-Rituals

Above are two "entries" (Satan, Satanism) from LCSH. Note that the entries are organized into columns and that the entries --some in bold print, others in light print-- are set flush with the column's left margin. The bold print terms are valid subject headings and are used in the library's catalog. Entries in light print are invalid terms and will not be used in the library catalog. After each invalid entry, a "see reference" to a valid entry is given. Under most of the entries, and indented, are other terms, directions, or statements that explain their use or indicate relationships to other entries. In the example, under the entry "Satan", you are instructed to "see" Devil. That means that the term Devil has its own entry in its appropriate alphabetic position in LCSH and is the valid subject heading for listing books on the Devil in the library catalog. Satan cannot be used as a subject heading in the library catalog.

However, Satanism is a valid subject heading. It is followed by information that can help you understand how the term is used and that can lead you to additional valid headings that may be useful in searching for information on this topic. The designation, "sa"(meaning see also), before a term, identifies other valid terms closely related to or somewhat narrower in scope than this topic under which you may find useful information. These terms have their own entries in LCSH.

An "xx" before a term also identifies possibly useful subject headings, but ones that would be used to list books that deal with broader topics than just Satanism. If the library had no books listed under SATANISM, you might still be able to find information on this topic by looking in books listed under DEMONOLOGY or OCCULT SCIENCES, since those broader concepts encompass Satanism.

The "x" before a term indicates invalid terms that help you to know what concepts the valid term SATANISM is meant to include. These "x" terms are entered in their alphabetic position in LCSH in light print, but under them you are

directed to "see" SATANISM and could expect to find any books on the black mass or devil-worship listed under the term SATANISM.

In summary, a possible verbal interpretation of the LCSH entry for SATANISM could go as follows:

Satanism is a valid subject heading and is the term to use for this topic rather than black mass or devil worship. DEMONIC POSSESSION and YEZIDIS are closely related or narrower valid subject headings that can be consulted for more information. DEMONOLOGY, DEVIL, OCCULT SCIENCES, and RELIGION are all valid subject headings representing related but broader concepts than Satanism.

Some topics are very complex and it is often necessary to subdivide them by their many aspects in order to be as precise as possible about the subject of the books listed in the library catalog. SATANISM is subdivided by the subtopic RITUALS in LCSH. That means that SATANISM-RITUALS is a valid subject heading and books on this particular aspect of Satanism will be listed under that term in the library catalog. Other topics, Plants or Education, for instance, can be subdivided in many ways. PLANTS-DISEASES AND PEST RESISTANCE is a valid subject heading. Even the subtopics can be subdivided, as in PLANTS-DISEASES AND PEST RESISTANCE-GENETIC ASPECTS. Examine LCSH for yourself to see how these subdivisions are indicated. A sample page from the LCSH is reproduced on the next page.

In the above examples, the subdivisions indicate subtopics of subjects. Subdivisions may also segment a subject by time period, as in MEXICO-FOREIGN RELATIONS-1861 -1867, or by geographic location, as EDUCATION-JAPAN. One other type of subdivision is used to indicate type of material rather than subtopic. The subject heading MUSIC-BIBLIOGRAPHY is used to list bibliographies in the field of music; under MUSIC-BIOGRAPHY are listed publications containing information about the lives of musicians. Other subdivisions of this type are -PERIODICALS, -DICTIONARIES, and -INDEXES.

One more point of importance is that names of individuals are generally <u>not</u> listed as subject headings in LCSH, but books or other materials dealing with individual persons are nevertheless found under the person's name in the subject catalog. A biography of Winston Churchill, for example, will be cataloged with CHURCHILL, WINSTON used as a subject heading, and you can then search for and find this book in the subject catalog using that heading. In other words, names of persons, though not listed in LCSH, are valid subject headings.

LIBRARY OF CONGRESS SUBJECT HEADINGS (sample page)

Solar flares *(Continued)*
xx Solar activity
Solar radiation
Sudden ionospheric
Sun—Prominences
Sun-spots
Solar furnaces *(TH7145)*
xx Furnaces
High temperatures
Solar heating
Solar radiation
Solar greenhouses *(Indirect)* *(SB41:*
x Greenhouses, Solar
Solar heated greenhouses
Sun heated greenhouses
xx Greenhouses—Heating and ven
Solar heating
Solar heat
See Solar heating
Sun—Temperature
Solar heated greenhouses
See Solar greenhouses
Solar-heated houses
See Solar houses
Solar heating *(TH7644)*
sa Solar collectors
Solar furnaces
Solar greenhouses
Solar houses
Solar stills
Solar water heaters
x Solar heat
xx Heating
Solar energy
Solar houses *(Indirect)*
sa Solar air conditioning
x Solar-heated
Sun-heated h
xx Architecture,
Dwellings
Solar heating
Solar magnetic field
sa Sun-spots
x Magnetism, Solar
Solar magnetism
Sun—Magnetic field
xx Magnetic fields (Cosmic physics)
Sun-spots
Solar magnetism
See Solar magnetic field
Solar motion
See Solar system—Mot
Solar noise storms *(QB5*
x Noise storms, Sola
xx Cosmic noise
Solar activity
Solar observatories, Orbiting
See Orbiting solar observatories
Solar parallax
See Parallax—Sun
Solar photosphere
x Photosphere, Solar
xx Solar atmosphere
— Spectra *(QB528)*
Solar physics
See Sun
Solar plexus *(QP368)*
x Celiac plexus
Plexus, Solar
xx Ganglia, Autonomic
Solar power
See Solar energy
Solar power from satellites
See Satellite solar power stations
Solar power plants *(Indirect)* *(TK1056)*
sa Ocean thermal power plants
Satellite solar power stations
x Power plants, Solar
xx Electric power-plants
Solar energy

Valid

Related Headings

Subdivision

Invalid

Solar prominences
See Sun—Prominences
Solar radiation *(Indirect)* *(Astronomy, QB531; Meteorology, QC911)*
sa Albedo
Architecture and solar radiation
Atmospheric radiation
Atmospheric turbidity
Earth temperature
Energy budget (Geophysics)
Extraterrestrial radiation
Ocean-atmosphere interaction
Pyrheliometer
Solar activity
Solar batteries
Solar constant
Solar cosmic rays
Solar energy
Solar flares
Solar furnaces
Solar wind
Spectrum, Solar
Sun-spots
Sunlight in art
Terrestrial radiation
Umkehr effect
Van Allen radiation belts
x Absorption, Atmospheric
Atmospheric absorption of solar radiation
Insolation
Radiation, Solar
Sun—Radiation
xx Actinometer
Atmospheric radiation
Extraterrestrial radiation
Meteorology
Solar activity
Space environment
Terrestrial radiation
— Physiological effect
sa Plants, Effect of solar radiation on
Suntan
x Sunshine—Physiological effect
xx Climatology, Medical
Hygiene
— Polarization
— Simulation
See Solar radiation simulation
Solar radiation simulation
x Simulation of solar radiation
Solar radiation—Simulation
xx Lamps
Solar sea power plants
See Ocean thermal power plants
Solar spectrum
See Spectrum, Solar
Solar stills
x Solar distillation
xx Distillation
Distillation apparatus
Solar heating
Solar system *(QB501-518)*
sa Comets
Earth
Meteors
Moon
Nebular hypothesis
Orbits
Planets
Satellites
Sun
names of individual planets
xx Astronomy
Planets
Stars
Sun
— Early works to 1800
— Ephemerides
See Ephemerides
— Exploration
See Outer space—Exploration
— Motion in space *(QB507)*
x Motion of the solar system in space
Solar motion
— Origin *(QB501)*
Solar telescope
See Telescope, Solar
Solar water heaters
xx Hot-water supply
Solar heating
Solar wind
x Wind, Solar
xx Cosmic physics
Plasma (Ionized gases)
Solar radiation
Space plasmas
Sun—Corona
Solder and soldering *(TT267; Plumbing, TH6297)*
sa Alloys
Brazing
Filler metal
Welding
xx Brazing
Metal-work
Metals
Plumbing
Sealing (Technology)
Welding
Soldier slang
See Soldiers—Language (New words, slang, etc.)
Soldier voting
See Soldiers—Suffrage
Soldierfishes
See Squirrelfishes
Soldiers *(Indirect)* *(U1-145; U750-773)*
sa Armies
Boys as soldiers
Buddhist monks as soldiers
Children of military personnel
Generals
Gurkhas as soldiers
Indians of North America as soldiers
Jewish soldiers
Mercenary troops
Military art and science
Military biography
Military dependents
Military unions
Missing in action
Physical education and training, Military
Scouts and scouting
Veterans
subdivision Military life *under armies, e.g.* France. Armée—Military life; United States. Army—Military life
x Military life
Military personnel
Servicemen, Military
Soldiers' life
xx Armed Forces
Armies
Military art and science
Veterans
War
Note under Seamen
— Anthropometry *(GN59.S7)*
— Attitudes
xx Attitude (Psychology)
Example under Attitude (Psychology)
— Billeting *(UC410)*
sa subdivision Barracks and quarters *under armies, e.g.* United States. Army—Barracks and quarters
x Billeting of soldiers
Military housing
Quartering of soldiers in private houses
Troops, Billeting of

To summarize, individual topics are represented in the library subject catalog by one and only one subject heading. The LCSH is a list of the possible valid subject headings used in the Ramsey Library catalog and, furthermore, leads you from invalid terms to valid ones and suggests other related terms for topics. Before searching the library's subject catalog, it is a prudent practice to consult the LSCH to learn valid terms for your topic.

EXERCISE

Locate the LCSH for the topic School personnel. What are related terms for this topic? What are broader terms?

Is "socialized medicine" a valid or invalid subject heading? Why?

PART IV

TYPES OF LIBRARY MATERIAL

CHAPTER 4: THE REFERENCE COLLECTION

> "Knowledge is of two kinds. We know a subject ourselves, or we know where we can find information upon it."
>
> Samuel Johnson

Samuel Johnson, the 18th-century lexicographer and critic, here might have been inadvertently describing the function of the reference librarian. Each of us is an expert in one or more ways; each of us possesses a direct knowledge of many subjects. Yet even those who are professionals in their disciplines need Dr. Johnson's second type of knowledge: the ability to find specific information on a subject through the use of print and non-print sources. The physician needs to search pharmaceutical manuals to learn the composition of new drugs. The sociologist must consult statistical compilations to gather factual data.

Indeed, there is no one so learned that he or she does not need to use special kinds of books to locate factual details. These sources are called "reference books" because they are usually "referred" to only for a definite and discrete item of information. We all have reference books in our homes. Not only dictionaries and encyclopedias, but also telephone directories, appliance care handbooks, car repair manuals, and even cookbooks are reference books in that we consult them only to find specific facts. By formal definition, a reference book is a "book designed by its arrangement and treatment to be consulted for definite items of information rather than to be read consecutively." (ALA Glossary of Library Terms)

Libraries keep their reference books in special noncirculating collections. Reference books cannot be borrowed, because they are not meant to be read through from cover to cover and must be readily available to all the library's patrons who need them. Books in the reference collection give you a vast amount of information. They are the first place to look for certain kinds of facts, such as:

- Statistics; maps; dates
- Names and addresses of people and organizations
- Definitions of words
- Short articles briefly describing a subject or concept
- Summaries and overviews of a subject
- Quotations by certain authors or about certain subjects
- Biographical information on people living or dead
- Formulae and tables in the sciences

There are literally thousands of works of reference in print. How do you choose which ones you need? Remember two key principles.

1. **Decide what TYPE of information you need.**
2. **Choose the reference sources that will give you that particular type of information.**

Types of Information Provided by Reference Sources

Reference books are easily reducible to major categories, depending on the types of information they provide:

Type of Information	Type of Reference Source
1. Long articles on subjects	Encyclopedias
2. Short articles	Handbooks and manuals
3. Biographical information	Biographical dictionaries Biographical directories
4. Definitions, pronunciations, etymologies, etc., of words	Dictionaries
5. Statistics	Almanacs Statistical sources
6. Names and addresses of people and organizations	Directories Registers
7. Outlines of basic facts, course syllabi	Outlines and syllabi
8. Lists of books and articles about persons or subjects	Bibliographies Bio-bibliographies
9. Brief facts	Almanacs
10. Maps	Atlases
11. Geographical facts	Gazetteers, Atlases Geographical dictionaries
12. Outlines and summaries of historical events over time and dates	Historical tables Chronologies Yearbooks

13. Quotations	Books of quotations Concordances
14. Formulae and tables	Handbooks and manuals Tables

How To Find a Reference Book

Each kind of reference book can be located through the library subject catalog by checking the subdivisions of major topics. The subdivision you use depends on the kind of reference book you need. Examples of reference subdivisions would be terms such as Dictionaries, Handbooks, Directories, and Yearbooks. The following examples illustrate the types of subdivisions used for locating reference material:

MAIN HEADING -- SUBDIVISION

Art
- Almanacs
- Bibliography
- Dictionaries
- Directories
- Handbooks, Manuals, etc.
- Yearbooks

France
- Dictionaries and encyclopedias
- Gazetteers
- History --Chronology
- Maps

Musicians - Biography

Bible - Concordances

The subdivions: "Dictionaries" and "Dictionaries and Encyclopedias" are used for both dictionaries and encyclopedias. The only difference between the two forms is this: the subdivision "Dictionaries and Encyclopedias" is used only after the names of geographical places (e.g., France--Dictionaries and Encyclopedias) or after the names of ethnic groups (Gypsies--Dictionaries and Encyclopedias). After all other headings, look for the single term "Dictionaries," even if you are interested in finding encyclopedias (Music--Dictionaries).

As you can see from the above examples, reference books that deal with aspects of specific subjects such as Music or Art or with specific geographical areas (France) or with specific persons are designated in the subject catalog by **subdivisions** of main headings. General reference books, or those sources that are not limited to one specific subject

(e.g., World Almanac and Book of Facts), are designated by main headings alone. Examples of these main headings would be:

ALMANACS
ATLASES
BIOGRAPHY
CHRONOLOGY, HISTORICAL
ENCYCLOPEDIAS AND DICTIONARIES
QUOTATIONS

From the previous list, you can see that there is a wide variety of reference material available in any library. Before you can choose which kinds of reference material suit your research topic, you must become acquainted with the sorts of information each type of reference book provides. Many of the categories of reference material overlap each other. For example, if you are looking for geographical information, you can find it in atlases or gazetteers. Bear in mind that frequently there will be more than one kind of reference book that can answer your question. We will discuss the various categories of reference books by discussing the kinds of material to be found in each type.

Encyclopedias

Encyclopedias are handy, reliable sources of information which contain long articles giving background information and overviews of topics. They are particularly useful as a starting point in exploring a subject. Most encyclopedias are multi-volumed sets, such as the thirty-volume Encyclopedia Americana. Other encyclopedias are in one volume, such as the New Columbia Encyclopedia.

Since most encyclopedias are arranged in alphabetical order, you can frequently find articles by turning to the volume in the appropriate letter range for your subject. Be warned, however: many topics are treated as part of a larger subject. For example, information about the battle of Waterloo might appear in the article on Napoleon, not in the "W" volume. To find where in the encyclopedia topics without their own independent entries are covered, consult the encyclopedia's index. It is a good idea to consult the index even if the topic has its own entry, since other aspects of the topic may be covered in other articles. Usually, each encyclopedia article is written by a different person, whose name or initials appear at the end of the article. To cite an encyclopedia article in a bibliography, you need to use the author's name. If only the initials appear with the

article, you may find the full name in the "List of Contributors" section which appears in either the first or the last volume of the set.

There are two types of encyclopedias: GENERAL ENCYCLOPEDIAS, which attempt to cover all subjects from A to Z, and SUBJECT ENCYCLOPEDIAS, which present articles on a specific subject (such as art or music) or a group of interrelated subjects (such as the social sciences). Both subject and general encyclopedias will give you the salient facts about any subject or person of importance within their scope. Some general encyclopedias, although treating every subject, will reflect the ideas and interests of a specific cultural or ethnic or religious group. For example, the Great Soviet Encyclopedia, a thirty-volume translation of the official Soviet state encyclopedia is a unique source of information on Soviet history, culture, and political doctrine. The Encyclopedia Judaica and the New Catholic Encyclopedia are especially strong on matters pertaining to Jewish and Roman Catholic history and customs. When a general encyclopedia such as one of these treats a subject, that subject is likely to be colored by the system of beliefs that the particular ethnic or political or religious group espouses.

Subject encyclopedias, such as the International Encyclopedia of the Social Sciences or the McGraw Hill Encyclopedia of Science and Technology provide detailed and unusually authoritative overviews written by recognized scholars. Writers of articles in subject encyclopedias usually assume some prior knowledge of the discipline on the part of the reader. For this reason, such articles often contain technical and specialized vocabulary, with no attempt made to explain these terms in the language of the non-specialist. It is often advisable to consult a subject dictionary to find the meanings of these specialized terms. If you know nothing whatsoever about your topic and are unfamiliar with its special terms, you should begin searching for information in a general encyclopedia before turning to a subject encyclopedia to get in-depth information.

NOTE: Do not be misled by the names of encyclopedias. Some of the best encyclopedias do not have that word in their title. Examples are the New Grove Dictionary of Music and Musicians, the Dictionary of American History, and the Dictionary of the History of Ideas.

EXERCISE

Select **one** of the following topics to search in encyclopedias.

Jazz	Developmental Psychology
Atomic Clock	Social Work
Space Vehicles	

Choose a general and a subject encyclopedia to search for information on the topic selected. Find the encyclopedias in the reference stacks and look for an article on your topic. Remember to use the index when searching the encyclopedia for information.

Compare the two articles. Which one is longer? Which article has the most bibliographic references? Which article gives more in-depth information?

Handbooks and Manuals

Handbooks and manuals are brief compilations of the basic facts about a discipline, such as physics or music or Italian painting. They exist for all disciplines and are the best places to look to identify people, movements, and key terms connected with a subject. While the information provided by handbooks and manuals is short and concise, it is thoroughly detailed, accurate, and authoritative.

A particularly fine series of handbooks devoted to the humanities is the Oxford Companion Series published by the Oxford University Press. There are Oxford Companions to practically every division of the humanities, from the Oxford Companion to Art to the Oxford Companion to the Theatre.

Not all handbooks and manuals will call themselves by such names. As we have seen, the Oxford Companion series does not mention the term "handbook" or "manual" at all in its title. Some handbooks and manuals call themselves "guides" while others are entitled "almanacs" or even "yearbooks." What matters is the type of information provided, not the formal title of the reference work itself.

Dictionaries

Dictionaries are the first type of reference book or

source to consult for definitions and etymologies of words. They can be classified into three categories: language dictionaries, single-purpose dictionaries, and subject dictionaries.

Language Dictionaries

Language dictionaries can cover a single language (monolingual dictionaries), two languages (bilingual dictionaries, such as French-English, German-Spanish, Italian-Russian), or three or more languages. This latter type is known as a polygot dictionary and gives the equivalent words in many languages. A polyglot dictionary, however, will often not give definitions, just words of parallel meaning in several languages.

Although monolingual dictionaries exist for all languages, it is English-language dictionaries with which we are most concerned here. They vary in size from unabridged to desk size. Unabridged dictionaries contain between 450,000 and 600,000 entries. They attempt to include most of the words in current usage, with a broad selection of words no longer in current use, but found in past literature, plus technical terms, proper names, geographical place names, and other useful entries. They also contain illustrations and appendices of miscellaneous information, such as lists of foreign words and phrases, biographical and geographical names, common scientific symbols, forms of address, and other facts--sometimes even the Morse code! Good examples of unabridged English-language dictionaries are Webster's New International Dictionary of the English Language, 2nd edition, which stresses conservative English usage, and its successor, Webster's Third New International Dictionary of the English Language.

Semi-abridged dictionaries contain from 180,000 to 300,000 words. They share many of the features of the unabridged, including illustrations. A good example of a semi-abridged dictionary is the Random House Dictionary of the English Language.

Abridged or desk size dictionaries are those most of us keep in our homes. They contain around 150,000 entries and are sufficient for the ordinary requirements of most reading and writing.

All dictionaries supply much more information about words than just their meanings and origins. Other features include spelling, syllabification, stress and pronunciation, levels of usage (colloquial, obsolete, slang), synonyms, and capitalization. Many of the larger dictionaries give illustrative quotations that trace the historical development

of a word's meaning and even a desk dictionary will include brief phrases illustrating the meaning of a word in context.

The two most important dictionaries for the history of the English language are the Oxford English Dictionary and Sir William Craigie's Dictionary of American English on Historical Principles. Both of these works trace the history and development of the language through extensive quotations from the earliest known written appearance of a word to its latest meaning. The Oxford English Dictionary, or OED as it is known, contains 414,825 words and 1,827,306 quotations in its original twelve volumes and first (1933) supplement alone; further supplements, published since 1972, will contain 50,000 words. Hence the OED includes the history of most English words since 1150 A.D. In addition to these two historical dictionaries, there are specialized comprehensive dictionaries for the Scottish language, for Middle English (the language that preceded modern English), and for Old English, which preceded Middle English.

Single-Purpose Dictionaries

Dictionaries of this type are designed to cover one single aspect of a language. An example of a single-purpose dictionary, is Wentworth and Flexner's Dictionary of American Slang, which lists slang terms and their meanings. There are single-purpose dictionaries that list the argot or jargon of one particular group, such as that of members of the underworld or of people in show business. Some single-purpose dictionaries list only rare words; others give only idioms or just the foreign words and phrases common to a language. Some give acronyms and abbreviations; some list obsolete words. Dialectical and regional dictionaries, which give the vocabulary and usage for a particular geographical area, such as the Midwest or Appalachia, are further examples. A work such as Fowler's Dictionary of Modern English Usage is another. A dictionary which gives only synonyms and antonyms is called a thesaurus, the most famous of which is Roget's Thesaurus. There are even rhyming dictionaries that supply help to poets.

Subject Dictionaries

Subject dictionaries define the terms and concepts of a particular discipline, such as history, psychology, or accounting. Because they are restricted to one specific subject, these dictionaries can define their terms in greater depth, with greater precision, and with more authority than can a general dictionary such as Webster's. All good subject dictionaries also define their terms in a way that shows the

organic relationship of each term to the subject as a whole. To see the difference between a general language dictionary and a subject dictionary, compare the two definitions of the term appropriation.

ap-pro-pri-a-tion \ə-ˌprō-prē-ˈā-shən\ *n* (14c) 1 : an act or instance of appropriating 2 : something that has been appropriated: *specif* : money set aside by formal action for a specific use — **ap-pro-pri-a-tive** \-ˈprō-prē-ˌāt-iv\ *adj*

Webster's Ninth New Collegiate Dictionary

appropriation 1. An expenditure authorization with specific limitations as to amount, purpose, and time; a formal advance approval of an expenditure or class of expenditures from designated resources available or estimated to be available. An appropriation may vary in binding force from an expression of intent by the management of a business concern to a restrictive limitation by the legislature imposed on a government agency.
2. The amount of future expenditures so approved.
3. The document evidencing the act and the amount, describing the purpose, and giving essential particulars concerning the character of authorized future expenditures, as in the case of appropriations for capital assets.
4. A distribution of net income to various accounts. See *appropriation of net income*.

Kohler's Dictionary for Accountants

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EXERCISE

Locate the Concise Dictionary of Twenty-Six Languages in Simultaneous Translations (Ref P 361 .B4 1981) on the reference shelves.

a. This book is an example of a(n) (___Unabridged ___ Bilingual ____Polyglot) dictionary. (Check one)

b. What is the Hungarian word for "gymnastics"?

Locate the Oxford English Dictionary (Ref PE 1625 M7) on the reference shelves.

a. This work is an example of a (___Language ___Single-Purpose ___Subject) dictionary. (Check one)

b. In what year was the word "linstock" first used in the English language?

Locate the Dictionary of American Slang (Ref PE 3729 .U5 W4) on the reference shelves.

a. This book is an example of a (___Language ___Single-Purpose ___Subject) dictionary. (Check one)

b. What is a "load of hay"?

Locate Kohler's Dictionary for Accountants (Ref HF 5621 .K6 1983).

a. This book is an example of a (___Language ___Single-Purpose ___Subject) dictionary. (Check one)

b. Compare the definition of the word "appropriation" with the definition of the same word in Webster's Ninth New Collegiate Dictionary (Ref PE 1628 .W5638 1984). Which dictionary gives a more in-depth definition?

Brief Factual Data

There are several types of reference books which can provide brief factual information on any number of topics. The best type of reference book to use depends on the subject area of the information needed. Following are the best types of reference books to use for brief miscellaneous facts, statistical information, historical information, or geographical information.

Brief Miscellaneous Facts: Almanacs

Almanacs are the best place to look for any brief factual data, such as major dates, selected statistics, and facts about people, places, organizations, history, sports, and culture. Almanacs contain miscellaneous information on everything from the names of members of U.S. District Courts to the complete list of World Series winners since 1903.

While many reputable almanacs, such as the Information Please Almanac, are published each year, the most comprehensive as well as the oldest title is The World Almanac and Book of Facts, published continuously since 1868. There are also many specialized almanacs, such as The Almanac of American Politics or The Catholic Almanac, which contain a wealth of facts and figures on one specific topic.

Statistical Information: Yearbooks and Almanacs

Statistics are published chiefly by governments and by international organizations such as the United Nations. They are usually published on a yearly basis in reference works called yearbooks or almanacs. However, because a certain amount of time is required to collect, collate, and publish statistics, those in print are usually two or three years behind the actual date of publication. Of course, such statistics exist in pre-published form at the organization that collected them, and scholars in search of immediate statistical information can get this information before it is published through direct contact with the statistical agency.

Demographic statistics give facts about characteristics of populations, such as birth and death rates, figures on marriage and divorce, and causes of death. A major source of demographic statistics is the United Nations Demographic Yearbook, which gives comprehensive statistics on population characteristics for nearly 250 countries. A corollary United Nations publication is its Statistical Yearbook which, while including some general demographic material, concentrates on

economic, industrial, agricultural, and cultural statistics for all nations.

For United States statistics, the best comprehensive source is the Statistical Abstract of the United States, which lists statistics for every kind of measurable quantity connected with United States demography, economics, politics, health, culture, and education. This Statistical Abstract actually represents an "abstract" or selection from the staggeringly large number of statistical facts collected and published by the United States government each year. This Abstract is also retrospective in that it gives statistics for past years to facilitate comparisons over periods of time.

General almanacs, published each year, are also an excellent source of selected statistics. Of course, they will not contain the full range of statistics covered in the United States' and United Nations' publications mentioned above, but they will give the most significant demographic and other figures for major countries and cities. Should you need only one or a few important statistics, such as the population of London or the number of nuclear reactors in the world, you can easily find these figures in any reputable almanac.

Historical Information: Tables, Chronologies, Yearbooks

Occasionally it is necessary to know the date when something happened in history or to find a chronological listing of important events in a given time period, or to compare developments in politics, art, military history, or the sciences in a certain year. All of this information can be found in reference works that give historical information by date. There are several types of these works.

Historical Tables (sometimes called **Reference Histories**) provide chronologically arranged facts in parallel tabular form. Each table represents a major division of human activity, such as history, military history, politics, literature, art, science and technology, daily life, or religion. By reading across the tables from one category to another, you can discover what parallel events were happening in all fields of human endeavor during a specific year or span of years. For example, an historical table will give the major scientific developments during the Renaissance or the major landmarks in art history during the Middle Ages. Bernard Grun's The Time-Tables of History is an excellent example of this sort of reference history.

Chronologies also give historical facts by date, but do not present the material in parallel tabular form. The volumes in the series Great Events from History give

narrative summaries of the salient historical occurrences during three broad historical periods; Ancient and Medieval, Modern European, and Twentieth Century. These narrative summaries give the historical significance of each event and critiques of the viewpoints of various historians and scholars who have written about the event. Other chronologies, such as The People's Chronology, merely list events in brief form, year by year. Some historical reference books are really dictionaries of history. For example, Everyman's Dictionary of Dates lists its topics in alphabetical order, giving dates for each, so that you can discover when something occurred without having to know the date first.

Historical Yearbooks attempt to summarize the important events that have occurred in each year. Examples of these are the Time Capsule series (published by Time magazine), the News Dictionary, and The Annual Register.

Some historical reference books are devoted to one subject only, such as a dictionary of battles or a chronology of the fine arts.

Geographical Information: Atlases and Gazetteers

Geographical information can be found in two ways: either by consulting a map or by reading geographical information presented verbally. There are two types of reference works which provide geographical information in these two ways.

Atlases are collections of maps which may also include plates, charts, and, frequently, textual material explaining the features illustrated. Atlases often include more than purely geographical information. General atlases, such as the Times Atlas of the World, also include maps showing oceanography, climate, and population. Specialized atlases provide political, historical, agricultural and economic information. For example, historical atlases can cover all periods of time, showing the changing geography of countries and the migrations of peoples during many centuries. Specialized historical atlases exist for military and maritime history, for religious or ethnic groups, and for archaeology. The Oxford Economic Atlas of the World and the Rand McNally Commercial Atlas and Marketing Guide provide economic facts on raw materials, production, consumption, and related data. There are even atlases of the universe and of our solar system.

Gazetteers provide verbal descriptions of geographic and topographic features, including brief facts about larger cities and key data about mountain ranges, swamps, rivers,

deserts, and other surface features. Gazetteers are really geographical dictionaries that list place names and topographic names. One significant feature is that the entries indicate how to pronounce each name. Although gazetteers as a rule do not contain illustrations, some, such as Webster's New Geographical Dictionary, do contain a selection of line drawings and black-and-white maps.

EXERCISE

Locate The World Almanac and Book of Facts (Ref AY 67 .N5) on the reference shelves.
a. What is the gestation period for the Asian elephant?
b. Who won the Nobel Prize for Chemistry in 1968?

Locate the Statistical Abstract of the United States (Ref HA 202) on the reference shelves.
a. What was the median age at first marriage for men in 1978?
b. How many space vehicles were successfully launched in 1969?

Locate Bernard Grun's The Time-Tables of History (Ref D 11 G7.8) on the reference shelves.
a. Find one important event in the field of science and technology in the year 1509.

Locate the Columbia-Lippincott Gazetteer of the World (Ref G 103 .L7) on the reference shelves.
a. Where is the Mohawk Lake?

Quotations

Who said, "War is hell"? Where can you find quotations about love or marriage? These questions can be answered by books that provide a source of quotations, whether by one author or by many authors.

Dictionaries of quotations list writings and sayings of people from all nationalities and time periods and also from works that have anonymous or multiple authors. Some dictionaries of quotations are arranged alphabetically by the author quoted (the Oxford Dictionary of Quotations). Others are arranged chronologically by author's dates (Bartlett's Familiar Quotations) or topically (Stevenson's Home Book of Quotations). There are also special purpose collections of

quotations, such as the Goodbye Book, which lists farewell speeches and letters, famous dying words, and epitaphs. Proverbs and maxims have whole books devoted to them, while other collections specialize in the most contemporary material.

Concordances

The best tool for finding an obscure Bible verse or a little-known quotation from Shakespeare is a concordance. A concordance is an alphabetical index of words showing the place in any given text where each word can be found in context. Concordances are necessary for any discipline in which close textual studies are essential. In practice, this means that concordances are most frequently used in two major disciplines: literary studies (including philology) and biblical studies.

For literary studies concordances to the work of poets, essayists, novelists, and playwrights enable the scholar to locate the exact context of key nouns, verbs, adjectives, and proper names in a writer's complete works. Such concordances are based on only one edition of an author's works, usually a recognized standard edition. The compiler of the concordance always gives the name of the standard edition he or she is using, because for many authors many editions have been produced over the years, and it is necessary to distinguish between them. Today concordances exist for all the major Greek and Latin authors and for most of the important writers, especially poets, in world literature. For example, there is Spevack's six-volume Harvard Concordance to Shakespeare, keyed to the Harvard Riverside edition of Shakespeare's works, as well as David Erdman's Concordance to the Writings of William Blake and even a concordance to Darwin's On the Origin of Species.

Biblical concordances exist for both the Hebrew Old Testament and the Greek New Testament, as well as for all the major translations still extant, such as the Latin Vulgate, the King James version, the Douay version, and the Revised Standard Version. Many partial biblical concordances are printed as part of the Bible itself. However, the major book-length concordances are published as separate volumes, giving the location by chapter and verse of each noun, verb, and proper name in the Bible. Two examples of book-length biblical concordances are Nelson's Complete Concordance to the Revised Standard Version and Strong's Exhaustive Concordance.

Biographical Sources

Biographical dictionaries and directories contain articles that provide important personal and professional facts about people. Many of them are good places to find information about individuals who are not famous enough to have been the subject of an entire book. There is a slight, but important distinction, between biographical dictionaries and directories. Biographical dictionaries exist solely to provide factual information about people's lives, whereas the main purpose of directories is to list the names and addresses of people or organizations. A directory may provide a summary of biographical facts, but it does not have to do so. Directories exist for most professions, such as medicine, law, architecture, and nursing. Some of these directories merely list their members' names and addresses; others, like the Directory of Medical Specialists, do provide biographical facts.

Except for universal biographical dictionaries such as Chamber's Biographical Dictionary that list all prominent persons, living or dead, regardless of nationality or time period, most biographical dictionaries can be divided into two main categories: those that list persons currently living and those that list only deceased persons. For example, the Who's Who in America and its four regional counterparts list only living Americans. When someone dies, that person's biographical sketch is removed for the current Who's Who volumes and placed in a retrospective series, such as Who Was Who in America or the Dictionary of American Biography. Some biographical sources are restricted by vocation or profession (e.g., Who's Who in Boxing, Who's Who in Finance and Industry). Some are restricted by race or ethnic group: Who's Who Among Black Americans.

Retrospective biographical dictionaries give information for deceased subjects only. Many of these retrospective dictionaries are called "national biographies," because they give long and serious accounts of the lives of the historically prominent deceased citizens of a specific country. The two great English-language national biographies are the Dictionary of American Biography for the United States and the Dictionary of National Biography for the British Isles. In addition to the national biographies, there are numerous dictionaries of historical figures, such as the Biographical Dictionary of the Confederacy and Who Was Who in the Roman World.

Fortunately, it is not necessary to consult each biographical dictionary separately to locate information about people. Certain master indexes exist which direct you to the specific biographical dictionaries in which a person's

name appears. The largest of these, with over three million entries and several supplements, is called the Biography and Genealogy Master Index. It lists all of the names found in many individual biographical sources and indicates in which sources information about these persons can be found. The titles of these sources are abbreviated in the list of names; the full titles are found in the front of each Master Index volume. Because Ramsey Library does not own all the biographical dictionaries indexed in the Master Index, you must then consult the library catalog to determine if the Library owns the title and, if owned, its call number.

Obituaries are another source of biographical information. Major newspapers such as the New York Times publish long obituary notices for prominent people that give an overall perspective of the subject's life and accomplishments. To find obituaries in the New York Times, consult the New York Times Index under the heading "Deaths," or ask a reference librarian to help you locate one of the specialized obituary indexes to the New York Times.

Another important source of biographical information is the Biography Index. Published since 1946, it is an index of biographical information in periodicals and books. It indexes interviews, obituary notices, biographical and historical sketches, and indeed, any type of biographical information, short or long, popular or scholarly. The subjects of the indexed material may be living or dead and of any nationality.

EXERCISE

Use the Biography and Genealogy Master Index. Find a biographical source that contains an article about Thurgood Marshall.
Does Ramsey Library own this source?

Bibliographies

A bibliography is a list of materials, whether print, non-print, or in unpublished form, about a given subject or person or by a specific author. Bibliographies chiefly list books and periodical articles, but they can also include a variety of other material, such as non-print media (photographs, slides, recordings, maps), unpublished manuscripts, diaries and letters, and government documents. The sole purpose of a bibliography is to gather together in one place bibliographical references on a topic or person. The researcher must then consult the library catalog,

documents catalog, or periodical holdings list to determine if the material referenced in the bibliography is owned by the Library.

Bibliographies are composed of separate entries called "citations," each citation representing a separate book, article, essay, manuscript, or non-print item. A bibliographic citation for a book normally contains five specific elements: author, title, place of publication, publisher, and date of publication. While formats for bibliographic citations to journal articles vary, they must provide enough information so that the article can be located in the literature. Many bibliographies contain short paragraphs describing the scope and purpose of the items listed. Such descriptions are called annotations, and the bibliographies that contain them are called annotated bibliographies.

Book-Length Bibliographies

While most people are familiar with the short bibliographies that appear at the end of research papers, there are also many bibliographies that are book-length. Book-length bibliographies can be divided into two types: SUBJECT BIBLIOGRAPHIES and PERSONAL BIBLIOGRAPHIES. Subject bibliographies list material about specific topics, such as physics, divorce, political science, French literature or any other discipline or subject. An example would be Statistics and Econometrics: A Guide to Information Sources, by Joseph Zaremba. Many times these subject bibliographies are also guides to the literature, which contain a comprehensive survey of the major sources of information for that discipline. Such guides will contain a brief history of the discipline, suggest procedures for research, survey the current periodical literature and the indexes and abstracts needed to search it (including computerized indexes), and give the names and addresses of prominent research organizations, library collections, and other non-print sources of information. In other words, a guide to the literature offers a bibliographic foundation for a subject and is frequently used in bibliography and methodology courses in graduate schools. An example of such a guide is Malinowsky and Richardson's Science and Engineering Literature.

Book-length bibliographies vary in length and in completeness. Very few attempt to list all the material on a subject or person, since this would be a never-ending task. Instead, most bibliographies are restricted by time period. Other bibliographies restrict the type of material they list, such as Best Books of the Stock Market, which contains no periodical articles. Some bibliographies list only English-language works; others may list certain foreign

language titles and omit others. The length and comprehensiveness of any bibliography is determined by the compiler and should be clearly defined in the preface or introduction to the bibliography itself.

To locate book-length bibliographies, check the subject catalog under the name of the person or the subject using the subdivision "Bibliography."
EXAMPLE: Faulkner, William--Bibliography
Medicine--Bibliography

Current Books in Print

Books are not eternal. A typical book might stay in print only five years and even specific editions of classics such as War and Peace might stay in print for only a decade. To determine what books are currently available for purchase, you must consult a special annual set of bibliographies called Books in Print. Books in Print lists all titles still in print and still available from United States publishers. It has three main sections, one arranged by author, one by title, and one by subject, so that you can look up books in all three ways. Books in Print provides the publisher's name and the price for every volume listed. It even has a list of publishers' names and addresses in case you need to order from the publisher directly.

Locating Books in National Bibliographies and Through Computerized Networks

Of course, Books in Print won't help you at all if you are looking for a foreign-language book published outside of the United States or a 1923 edition of Jane Eyre or for a title that went out of print fifteen years ago. To find publishing information about books from all recent periods and from many countries, you must consult specialized bibliographies. Some of these are called "national bibliographies" because they attempt to list by author every single books published in a given country. At present there are over one-hundred national bibliographies in print, most of which are produced by the great national libraries in each country, such as France's Bibliotheque Nationale and our own Library of Congress. In effect, these national bibliographies give a complete publishing history for the countries in which they are produced. Under the Library of Congress classification system, all national bibliographies appear on the shelves under the numbers Z1201 to Z4980.

For English-language books, the Cumulative Book Index (CBI) lists every single title published in the United States

since 1898 and, from 1928 to today, every English-language title published anywhere in the world. The CBI, a commercial publication, not a product of a national library, lists books by author, editor, title, and subject. It comes out once a year, so that to locate a title whose publication date is unknown, you would have to search through each annual volume in turn until you came to the entry for the title you wanted.

Two publications contain the complete holdings of the Library of Congress, with its over twenty million volumes, as well as the holdings of participating American and Canadian research libraries. These publications are the National Union Catalog, Pre-1956 Imprints and the National Union Catalog. The volumes for pre-1956 books contain entries for ten million volumes, each showing the names of libraries that held copies of that book as of the date the catalog was published. Since the entire National Union Catalog Pre-1956 Imprints requires 750 volumes, only university and research libraries can afford to own it. For books published since 1956, the National Union Catalog series gives full bibliographical information and locations for copies in American and Canadian libraries.

Union catalogs are bibliographical lists of two or more libraries giving the locations of books by holding library. Most union catalogs of extensive holdings are now produced in microfiche or are available directly online through computer networks that link thousands of libraries and enable librarians to locate books in any state of the U.S. Some library networks are organized by state or by region. There are two major national networks for academic libraries: RLIN (The Research Libraries Information Network) and OCLC (Online Computer Library Center, Inc), which links over two thousand libraries. Through these computerized networks, libraries can share cataloging and classification information and locate books for interlibrary loan.

Printed and online catalogs exist for foreign-language books, for specialized books in science, technology, religion, and medicine, for children's books, and for rare books published centuries ago. Libraries also print catalogs of their special collections, such as the New York Public Library Catalog of the Theatre and Drama Collections or The Cornell Joyce Collection. Ask your librarian to help you find any book in print. He or she will be able to locate the appropriate catalog that will list your title.

Bibliographies of Bibliographies

Bibliographies of bibliographies are specialized publications that index printed bibliographies, whether appearing as book-length compilations or as parts of articles

in journals. The most well-known of these is Theodore Besterman's A World Bibliography of Bibliographies (5v.), which lists separately published bibliographies on many subjects from all countries published through 1963, with some later editions. If you are doing graduate work or a senior paper, Besterman's Bibliography can be a useful way of discovering books and articles on some subjects not covered in other bibliographical lists.

There are also bibliographies of bibliographies published on a continuing basis. The most significant of these is the Bibliographic Index, a semiannual list of bibliographies appearing separately or as parts of books or articles. It covers both English-language and foreign-language materials published since 1937. All you have to do is look up your subject in this index to find whether someone has published a bibliography on that topic.

Fiction and Leisure Reading

Two specialized bibliographies will help you find leisure reading or direct you to nonfiction you can use for self-study. The Fiction Catalog (Ref Z5916 W7.4) provides annotated lists of English-language fiction and foreign-language fiction in translation. The Fiction Catalog lists novels by author, title and subject. For a wider range of reading, consult the Reader's Advisor (Ref Z1035 BF 12th ed.), a three-volume annotated guide to significant fiction and nonfiction. A sample page from the Reader's Advisor is reproduced on the next page. Here you will find recommendations of the best in fiction, poetry, essays, biography and drama, as well as suggestions for reading on a variety of subjects from world religions to history, politics, philosophy, travel, humor and adventure. Other specialized bibliographies and catalogs exist for specific kinds of fiction and nonfiction reading, such as science fiction, mysteries, and travel literature. Consult your librarian or check in the library subject catalog under the kind of work you want, with the subdivision bibliography (i.e. Science Fiction--Bibliography.)

EXERCISE

Use the library catalog to locate a bibliography on divorce.

FIELDS, W(ILLIAM) C. 1879–1946.

W. C. Fields was a vaudevillian for many years and later joined the Ziegfield Follies. He entered films in 1925, working mainly for Paramount. He wrote many of his later film scripts under a pseudonym and is known for his comic roles in films such as "The Bank Dick," "My Little Chickadee," and "Never Give a Sucker an Even Break."

NEVER TRUST A MAN WHO DOESN'T DRINK. *Random* 1971 $3.00

FIELDS FOR PRESIDENT. Ed. by Michael M. Taylor *Dodd* 1971 $5.95; *Dell* 1972 pap. $1.25

DRAT! Ed. by Richard J. Anobile *New Am. Lib.* Signet 1973 pap. $.95

A FLASK OF FIELDS. Ed. by Richard J. Anobile *Avon Bks.* 1973 pap. $3.95

Books about Fields

The Art of W. C. Fields. By William K. Everson. *Bobbs* Lib. Arts 1967 $7.50
"A leading film historian [writes a] lively and informed analysis of the films and of the on- and off-screen personality of a unique funnyman, one 'with a larcenous heart and wayward feet set firmly on contemporary Yankee soil' "—*(LJ)*.

W. C. Fields: His Follies and Fortunes. By Robert L. Taylor. *New Am. Lib.* Signet 1967 pap. $1.25

Films of W. C. Fields. By Donald Deschner. *Citadel Press* $12.00 pap. $4.95

W. C. Fields and Me. By Carlotta Monti and Cy Rice. *Prentice-Hall* 1971 $6.95; *Paperback Lib.* 1973 pap. $1.25

W. C. Fields. By Nicholas Yanni. Ill. History of the Movies Ser. *Pyramid Bks.* (orig.) 1974 pap. $1.75

W. C. Fields by Himself. By Ronald Fields. *Paperback Lib.* 1974 pap. $1.95

FORD, JOHN. 1895–1973.

The American producer and director won awards for "The Informer" (1935), "Grapes of Wrath" (1940), "How Green Was My Valley" (1941) and "The Quiet Man" (1952). His legendary Westerns often starred John Wayne, Ward Bond and Victor McLaglen.

Books about Ford

John Ford. By Peter Bogdanovich. *Univ. of California Press* 1968 pap. $2.45
Based on on-the-scene interviews with the director, this volume represents an "almost ideal approach to John Ford"—*(LJ)*.

The Cinema of John Ford. By John Baxter. Int. Film Guide Ser. *A. S. Barnes* 1973 pap. $2.95

The Western Films of John Ford. By J. A. Place. *Citadel Press* 1974 $12.00
"The critiques of Ford's 17 Westerns emphasize the element of legend and romance that sweep through all of his works be it *Stagecoach*—called by many critics the best Western ever made—or *She Wore a Yellow Ribbon*"—*(LJ)*.

GARBO, GRETA.

Greta Garbo, the great and lovely Swedish screen actress, stood in her personal life above the hurly-burly of Hollywood, except, perhaps, in her famous love affair with John Gilbert, the "silent" hero. Her shunning of publicity and early retirement matched the high standards of her superlative performances in such films as "Anna Karenina," "Ninotchka" and "Queen Christina," in which she won the hearts of "intellectuals" as well as of movie "fans."

Books about Garbo

The Films of Greta Garbo. By Michael Conway, Dion McGregor and Mark Ricci. Introd. by Parker Tyler *Citadel Press* 1963 1968 pap $4.95

Greta Garbo. By Raymond Durgnat and John Kobal. Studio Vista Pictureback Ser. *Dutton* 1965 pap. $1.95

Garbo: A Pictorial Memoir. By Ture Sjolander. *Harper* 1971 $12.00

Greta Garbo. By Richard Corliss. Ill. History of the Movies Ser. *Pyramid Bks.* 1974 pap. $1.75

Garbo. By Robert Payne. *Praeger* 1976 $12.95

GARLAND, JUDY. 1922–1969.

"Beginning as a juvenile performer in 1933, Judy Garland in the following 15 years while under contract to Metro-Goldwyn-Mayer appeared in some 35 motion pictures, among them "The Wizard of Oz," "Meet Me in St. Louis," and "Easter Parade"—*(Current Biography)*. After numerous comebacks, the longest at the Palace Theater in New York City in 1951–1952, Miss Garland died prematurely in 1969.

The Vertical File

One often neglected source of current information is the vertical file. The vertical file is a collection of documents arranged by broad subject headings and stored in one or more filing cabinets. This file contains booklets, newsclips, brochures, maps, and other material too brief or too ephemeral to be placed in the main book collection. Most libraries, including Ramsey Library, do not provide access to vertical file material through the library catalog. Use this file for any subject, especially for contemporary topics, current events or material of local interest. (In Ramsey Library the vertical file is referred to as the "Pamphlet File" or by its abbreviated name, "Pam File.")

Telephone Reference Service

Libraries are not the only places to look for information. In some cities, university and public libraries, better business bureaus, agricultural extension services, and other service institutions offer telephone "hotlines" which you can call on a toll-free number. These telephone lines give you access to prerecorded tapes that provide quick, useful information about specific goods and services. Most of these tapes give consumer information: how to buy a car, finance a home, correct credit billing errors, and choose a home burglar alarm system, to name but a few topics covered. These tapes vary in length and are an important source of information.

To locate telephone information services, call your local better business bureau, college, university, or state agricultural extension service. It's free!

CHAPTER 5: PERIODICALS

In previous sections of this manual, you have learned about finding books by using bibliographies and library catalogs and about finding information in reference sources. We now turn to another format of published material, the periodical.

Periodicals are also known as "journals" and, in the case of popular, general interest titles, "magazines." Newspapers are also periodicals. Periodicals may be published daily, weekly, monthly, quarterly, or even yearly. Often, the most current information available about something is found in periodicals, especially information concerning the sciences, the social sciences, technology, and current events.

In most libraries, periodicals exist in three physical formats:

1. Unbound, current issues. In Ramsey Library, these are shelved alphabetically by title in the current periodicals section of the library.

2. Bound past issues of periodicals. In Ramsey Library these are classified according to the Library of Congress system and shelved by call number with all other bound periodicals.

3. Periodicals on microform. The past issues of many journals are on rolls of microfilm or on flat pieces of film called microfiche. In most libraries these are filed alphabetically by title in microform cabinets.

Some journals that appear infrequently, i.e. yearly or longer, are shelved as regular books. An example is the Journal of Shakespeare Studies.

Periodicals Holdings List

No library can possibly subscribe to the more than 100,000 periodicals presently being published. To discover what particular periodicals a library owns, you must consult a list of periodical titles. This list (which is sometimes typed and sometimes a computer printout) is called a PERIODICALS HOLDINGS LIST. The Ramsey Library Periodicals Holdings List is a computer print which lists periodicals in alphabetical order by title. You also learn from the holdings list:

a. what issues(in volumes and/or years) of a periodical we own;
b. whether the library currently subscribes to a particular periodical;

c. the format of the issues we own;
d. the call number for any bound past issues.

The following entry for the periodical Hudson Review is reproduced from the Ramsey Library Periodicals Holdings List:

HUDSON REVIEW
Current issues on current periodical shelves
(B) V. 13, 1960 - V. 30, 1977
(M) V. 29, 1976 - V. 38, 1985
CALL NUMBER: PER AP 2 H8.86

Note that current issues are shelved on the Current Periodicals Shelves. At the end of the year these issues are either bound or replaced by microfilm. The (M) identifies volumes and years that are on microfilm. The (B) identifies volumes and years that are bound and shelved in the Bound Periodicals Area by call number. The call number for the bound volumes of Hudson Review is Per AP 2 H8.86.

Examine the following sample page from the Ramsey Library Periodicals Holdings List and note the kinds of information given.

RAMSEY LIBRARY PERIODICALS HOLDINGS LIST
31-MAR-1986

(B) = BOUND (M) = MICROFILM

****

DEFENSE MANAGEMENT JOURNAL
Current issues on current periodical shelves
CALL NUMBER:

DEPARTMENT OF STATE BULLETIN
Current issues on current periodical shelves
(M) V. 1, 1939 -V. 55, 1966 (Microfiche)
(B) V. 54, 1956 - V. 61, 1969
(B) V. 63, 1970 - V. 65, 1971
(B) V. 67, 1972
(B) V. 69, 1973 - V. 70, 1974
(B) V. 73, 1975 - V. 75, 1976
(M) V. 76, 1977 - V 84, 1984
CALL NUMBER: Per JX 232 A3.3

DESCRIPTIVE INDEX OF CURRENT ENGINEERING LITERATURE
(M) 1884 - 1891
(M) 1896 - 1900
CALL NUMBER: Microfilm

DESIGN FOR ARTS IN EDUCATION
Current issues on current periodical shelves
(B) V. 74, 1972/73 - V. 75, 1973/74
(B) V. 78, 1976/77
(B) V. 80, 1978/79 - V. 81, 1980
(M) V. 82, 1980/81 - V. 84, 1982/83
CALL NUMBER: Per NK 1160 D4

DEVELOPMENTAL MEDICINE AND CHILD NEUROLOGY
Current issues on current periodical shelves
(B) V. 10, 1968 - V. 21, 1979
(M) V. 22, 1980 - V. 26, 1984
CALL NUMBER: Per RJ 1 D4

DEVELOPMENTAL PSYCHOLOGY
Current issues on current periodical shelves
(M) V. 4, 1974 - V. 21, 1985
CALL NUMBER: Microfilm

DIABETES FORECAST
Current issues on current periodical shelves
(B) V. 28, 1975 - V. 29, 1976
(B) V. 31, 1978 - V. 37, 1984
1985 AT BINDERY
CALL NUMBER: Per RC 660 A1 A5.213

Access to Journal Articles - Periodical and Newspaper Indexes

How does one learn what has been published in periodicals? Most periodicals that libraries acquire are indexed by one or more periodical indexes. That means that each article in each issue of a journal is listed by subject and, usually, by author in a separately published index. Such an index will list the articles of several, sometimes hundreds of, different journals. The Readers' Guide to Periodical Literature, with which you are probably familiar, is one example of an index. The Humanities Index, the Art Index, and the Education Index are others.

Since no single index can cover every published periodical, each is highly selective of the journals it indexes. Each index may be said to have a scope or focus determined by the periodicals it selects to index. This scope may be quite narrow, as with the Art Index or Philosophers Index, which index periodicals concerned only with art or philosophy, respectively. In the case of the Humanities Index, the Social Sciences Index, or the General Science Index, the somewhat larger scope is still restricted to the subjects within these broad disciplines. For example, the Humanities Index covers journals devoted to literature, history, religion, and arts, but does not cover the political science or psychology journals that fall within the scope of the Social Sciences Index. The broadest scope is represented by Readers' Guide to Periodical Literature and Magazine Index, which index popular and general-interest journals that publish on a wide variety of subjects. Newspapers also publish articles on a wide variety of subjects and are useful, of course, for finding information on current events and about the most recent activities of public figures. Many major newspapers are indexed. Ramsey Library has the New York Times Index and Newspaper Index. Articles in general-interest journals and in newspapers tend to be less scholarly than those in journals covered by the other indexes mentioned.

The indexes discussed so far provide access to articles by subject. Some indexes list kinds of articles regardless of the subject of the article. A book review is a kind of article; one that can be useful in evaluating the authority and reliability of information published in books. Indexes exist that list only the book reviews from a certain selection of journals. Book Review Index and Book Review Digest are two examples. In order to find a review of a particular book in a book review index, you need to know the author and title of the book and its publication date. Two other examples of indexes devoted to kinds of articles are the Biography Index, which includes citations only for biographical information in journals, and Bibliography Index, which lists bibliographies in journals. These last two indexes also include books in their coverage.

When you need to find information in periodicals, it is best to use an index that encompasses the subject you are looking for and which indexes journals written at the level of treatment you desire. For popular opinion on deficit reduction, Readers' Guide to Periodical Literature may suffice, but for a thorough analysis of the problems associated with government deficits, the Social Sciences Index would be a better choice.

Locating Indexes

In most libraries, periodical indexes are shelved together in an index section. In Ramsey Library, a plexiglass locator stands by the index shelves and lists each index by subject, along with the shelf number where each index can be found. This is perhaps the easiest and most effective way of locating indexes in this library. The bibliography, Selected Information Sources: An Interdisciplinary Guide, by Mel Blowers, also lists indexes by subject. Most indexes are in bound printed form, but three indexes - Magazine Index, Business Index, and Newspaper Index - are on ROM (read only memory) readers containing the index on microform.

Another way to learn whether an index exists for your subject is to use the library subject catalog, looking under the subject heading for your topic and then searching for the combined subdivisions "--Periodicals--Indexes." For instance, an index devoted to art journals would be cataloged using the subject heading ART--PERIODICALS--INDEXES.

Using An Index

Each index lists, usually in the front of each issue, the periodicals it has selected to index. If abbreviations are used in the citations of the index, an abbreviation key will be provided. The body of the index will consist of citations for journal articles listed under subject headings or authors' names. Each citation will give you the author and title of the article, the name, volume, and date of the journal, and the pages on which the article is printed. Since citation format differs among the indexes, most will provide instructions on how to interpret a citation. Following are some actual citations from indexes and their interpretations:

How to grow hops and use as vegetables and seasoning. J. Sansregret il Am Hort 61:8-9 Ja '82

(An article by J. Sansregret entitled "How to grow hops and use as vegetables and seasoning" appeared in American Horticulturist vol. 61, January 1982 on pages 8 and 9. It includes illustrations.)

Lebanon

Israeli Invasion, 1982

Harvest of Chaos. D. Hiro Nation 240:692-3 Je 8 '85

(An article on the 1982 Israeli Invasion of Lebanon written by D. Hiro and titled "Harvest of Chaos" appeared in Nation vol. 240, June 8, 1985, on pages 692 and 693.)

Examine the following pages taken from the Readers' Guide to Periodical Literature. Note the following details:

1. **Terkel, Studs.** An article about Studs Terkel.

2. **Terrell, Paul.** An article written by Paul Terrell.

3. **Terrestrial magnetism.** Note the **see** reference from this incorrect heading to the correct heading "Magnetism, terrestrial."

4. **Tennis rackets.** Note the **see also** reference directing you to a related subject.

5. **Terrorism.** Note the subdivisions **International aspects, Prevention**, and the geographical subdivisions for **Colombia, France**, and **Great Britain.**

6. Note how the journal title abbreviations which has been underlined on the index page are given in full form in the list of ABBREVIATIONS OF PERIODICALS INDEXED. Refer to page 67 again and notice that Department of State Bulletin is listed in the Periodicals Holdings List by its full title and not the abbreviation given in the index.

Tennis players—*cont.*

Psychology

See Tennis—Psychological aspects

Training

If the sport fits, play it. J. G. Horan. il *World Tennis* 32:59-62 O '84

Move up to your best game ever [tennis kinetics] R. Elstein and others. il *World Tennis* 32:66-7 O '84

With school in session less has to be more [juniors] N. Bollettieri. il *World Tennis* 32:23 O '84

Tennis players' wives

Ode to tennis wives. V. Wilkison. il *World Tennis* 32:55 N '84

Tennis rackets

See also

Maineline Racquets (Firm)

How stiffness affects your game. il *World Tennis* 32:63-5 O '84

Love affairs over the years. B. Collins. il *World Tennis* 32:88 D '84

Magnesium, anyone? R. Stepler. il *Pop Sci* 225:59 S '84

Stability and your racket. il *World Tennis* 32:57-9 N '84

WT's racket almanac [special section; with editorial comment by N. Amdur] il *World Tennis* 32:6, 20-3+ D '84

Strings

How to choose your first string. P. Gagon. il *World Tennis* 32:28-9 D '84

Tennis resorts *See* Resorts

Tenochtitlan Temple *See* Mexico City (Mexico)—Temples

Tension (Psychology) *See* Stress

Tents

Life in a three-room tent. P. Keese. il *Blair Ketchums Ctry J* 11:56-9 O '84

Tenure, Academic *See* College teachers—Tenure

Teosinte

The origin of maize [discussion of November 25, 1983 article. From teosinte to maize: the catastrophic sexual transmutation] H. H. Iltis. *Science* 225:1093-4+ S 14 '84

Teratogenic substances *See* Mutagenic substances

Terkel, Louis *See* Terkel, Studs, 1912-

Terkel, Studs, 1912-

about

Birthday party. E. Knoll. il por *Progressive* 48:4 N '84

Terman, Gregory W., and others

Intrinsic mechanisms of pain inhibition: activation by stress. bibl f il *Science* 226:1270-7 D 14 '84

Terminal care

See also

Hospices

Living wills

Dying with dignity. *America* 151:197-8 O 13 '84

The final guardians [home care] P. Jaret. por *Newsweek* 104:16 D 3 '84

Terminals (Transportation)

See also

Airports

The terminator [film] See Motion picture reviews—Single works

Terpenes

See also

Forskolin

Terra Museum of American Art

The Terra Museum of American Art, Evanston, Illinois. D. M. Sokol. il *Antiques* 126:1156-69 N '84

Terraces (Agriculture)

Reduce tillage before terracing [conservation tillage] M. Holmberg. il *Success Farm* 82:30-1 O '84

Terraces (Outdoor living areas) *See* Decks, patios, terraces, etc.

Terrain following *See* Airplanes, Military—Radar equipment

Terranova, Victor P., and others

Modulation of the metastatic activity of melanoma cells by laminin and fibronectin. bibl f il *Science* 226:982-5 N 23 '84

Terrell, Paul

A guided tour of personal computing. il por *Creat Comput* 10:100+ N '84

Terrestrial magnetism *See* Magnetism, Terrestrial

Terrile, Richard J.

(jt. auth) See Smith, Bradford A., and Terrile, Richard J.

Terrine cooking *See* Casserole cooking

Territorial waters

See also

Exclusive Economic Zone

United Nations. Preparatory Commission for the International Sea-Bed Authority and the International Tribunal for the Law of the Sea

United Nations Conference on the Law of the Sea

A historic mapping of ocean rights [World Court decision on U.S.-Canadian fisheries dispute] G. MacKay. il map *Macleans* 97:22-3 O 22 '84

ICJ rules on Gulf of Maine case [State Dept. statement, October 12, 1984] map *Dep State Bull* 84:58 D '84

The storm over Georges Bank may get rough [Canada-U.S. fisheries dispute] il *Bus Week* p54 O 29 '84

Terrorism

See also

Airplane hijacking

Assassination

Kidnapping

Abortion bombings. *America* 151:413-14 D 22 '84

The abortion-clinic bombings. M. Beck. il *Newsweek* 104:31 D 3 '84

Terror network, U.S.A. [groups uncovered after Nyack, N.Y. Brink's robbery] E. H. Methvin. il *Read Dig* 125:109-19 D '84

International aspects

Embassies under siege [U.S. diplomats] H. Anderson. il *Newsweek* 104:46-8 D 10 '84

Lost in the terrorist theater [discussion] *Harpers* 269:43-7+ O '84

Terrorism, pure & complex. *Commonweal* 111:675-6 D 14 '84

Terrorists: a threat that won't go away. R. S. Dudney. il *U S News World Rep* 97:39-40 D 31 '84-Ja 7 '85

Prevention

See also

Embassies (Buildings)—Security measures

Olympic games—1984—Summer Olympics—Security measures

1984 Act to Combat International Terrorism [statement, October 19, 1984] R. Reagan. *Dep State Bull* 84:86 D '84

An eye for an eye? [views of G. P. Shultz] M. Stone. il *U S News World Rep* 97:108 N 19 '84

International terrorism: a long twilight struggle [address, August 15, 1984] R. M. Sayre. *Dep State Bull* 84:48-50 O '84

Law against terrorism. J. M. Woods. il *Black Enterp* 15:26 N '84

Reagan's 'good war'. *Nation* 239:667-8 D 22 '84

Shultz vs. Weinberger—when to use U.S. power [excerpts from addresses] G. P. Shultz; C. W. Weinberger. il *U S News World Rep* 97:20-1 D 24 '84

Shultz's soliloquy [military force countermeasures] *Nation* 239:467-8 N 10 '84

Terror firma [views of G. P. Shultz on U.S. response] *New Repub* 191:5-7 N 19 '84

Terrorism and the modern world [address, October 25, 1984] G. P. Shultz. *Dep State Bull* 84:12-17 D '84

Terrorism: the challenge to the democracies [address, June 24, 1984] G. P. Shultz. *Dep State Bull* 84:31-4 Ag '84

Terrorism: the problem and the challenge [statement, June 13, 1984] G. P. Shultz. *Dep State Bull* 84:29-30 Ag '84

Tough talk on terrorism [G. Shultz calls for support for U.S. military action] M. Beck. por *Newsweek* 104:44 N 5 '84

Colombia

Drug bang [attempted bombing of U.S. embassy in Bogotá related to crackdown on drug dealers] il *Time* 124:46 D 10 '84

France

French firms bombed [Dassault-Breguet and Messier-Hispano-Bugatti] *Aviat Week Space Technol* 121:26-7 O 29 '84

Great Britain

Beyond Brighton [IRA bombing] B. Crozier. *Nat'l Rev* 36:22 N 30 '84

Britain's shocker by the seaside [IRA bombing of Grand Hotel, Brighton] il *U S News World Rep* 97:7 O 22 '84

Delayed shock [investigation of IRA bombing in Brighton] J. D. Palmer. il por *Time* 124:48+ O 29 '84

Ireland's outlaw Army [Brighton bombing] *America* 151:265 N 3 '84

The Iron Lady's brush with death [IRA bombing in Brighton] H. Anderson. il por *Newsweek* 104:40-1 O 22 '84

The target: Thatcher [IRA bombs Brighton's Grand Hotel] J. D. Palmer. il por *Time* 124:50-2 O 22 '84

Thatcher: tears and troubles [aftermath of Brighton bombing] H. Anderson. il por *Newsweek* 104:52 O 29 '84

ABBREVIATIONS OF PERIODICALS INDEXED

For full information consult the list of Periodicals Indexed

***50 Plus** — 50 Plus

A

Aging — Aging
Am Artist — American Artist
Am Craft — American Craft
Am Educ — American Education
***Am Herit** — American Heritage
Am Hist Illus — American History Illustrated
Am Sch — The American Scholar
America — America
Americana — Americana
Américas — Américas
Antiques — Antiques
Archit Dig — Architectural Digest
Archit Rec — Architectural Record
Art Am — Art in America
Art News — Art News
Astronomy — Astronomy
***Atlantic** — The Atlantic
Audubon — Audubon
Aviat Week Space Technol — Aviation Week & Space Technology

B

***Better Homes Gard** — Better Homes and Gardens
BioScience — BioScience
Black Enterp — Black Enterprise
Blair Ketchums Ctry J — Blair & Ketchum's Country Journal
Bull At Sci — The Bulletin of the Atomic Scientists
Bus Week — Business Week
Byte — Byte

C

Car Driv — Car and Driver
Cent Mag — The Center Magazine
Change — Change
***Changing Times** — Changing Times
Channels Commun — Channels of Communications
Child Today — Children Today
Christ Century — The Christian Century
Christ Today — Christianity Today
Commentary — Commentary
Commonweal — Commonweal
Comput Electron — Computers & Electronics
Congr Dig — Congressional Digest
Conservationist — The Conservationist
***Consum Rep** — Consumer Reports
***Consum Res Mag** — Consumers' Research Magazine
Creat Comput — Creative Computing
Creat Crafts Miniat — Creative Crafts & Miniatures
Curr Health 2 — Current Health 2
Curr Hist — Current History
Current — Current (Washington, D.C.)
Cycle — Cycle

D

Dance Mag — Dance Magazine
Dep State Bull — Department of State Bulletin
Des Arts Educ — Design for Arts in Education
Discover — Discover
Down Beat — Down Beat

E

Earth Sci — Earth Science
***Ebony** — Ebony
Educ Dig — The Education Digest
Environment — Environment
Esquire — Esquire
Essence — Essence

F

Fam Handyman — The Family Handyman
FDA Consum — FDA Consumer
***Field Stream** — Field & Stream
Film Comment — Film Comment
Flower Gard — Flower and Garden
Flying — Flying
Focus — Focus (New York, N.Y.: 1950)
Forbes — Forbes
***Foreign Aff** — Foreign Affairs
Foreign Policy — Foreign Policy
***Fortune** — Fortune
Futurist — The Futurist

G

Glamour — Glamour
***Good Housekeep** — Good Housekeeping
Gourmet — Gourmet

H

***Harpers** — Harper's
Harpers Bazaar — Harper's Bazaar
***Health** — Health (New York, N.Y.)
***High Fidel** — High Fidelity (Musical America edition)
Hist Today — History Today
Hobbies — Hobbies
Home Mech — Home Mechanix
***Horizon** — Horizon (Tuscaloosa, Ala.)
House Gard — House & Garden
Humanist — The Humanist

I

Int Wildl — International Wildlife

J

Jet — Jet

L

***Ladies Home J** — Ladies' Home Journal
Life — Life

M

Macleans — Maclean's
Mademoiselle — Mademoiselle
McCalls — McCall's
Mech Illus — Mechanix Illustrated
Mon Labor Rev — Monthly Labor Review
***Money** — Money
Mot Boat Sail — Motor Boating & Sailing
Mot Trend — Motor Trend
Mother Earth News — The Mother Earth News
Ms — Ms.

N

N Y — New York
N Y Rev Books — The New York Review of Books
N Y Times Book Rev — The New York Times Book Review
N Y Times Mag — The New York Times Magazine
***Nat Hist** — Natural History
Nation — The Nation
Nations Bus — Nation's Business
***Natl Geogr** — National Geographic
***Natl Geogr World** — National Geographic World
Natl Parks — National Parks
***Natl Rev** — National Review
Natl Wildl — National Wildlife
Negro Hist Bull — Negro History Bulletin
New Leader — The New Leader
New Repub — The New Republic
New Yorker — The New Yorker
***Newsweek** — Newsweek

Abstracts

Another form of index is called an "abstract." Abstracts provide you with all the information that other indexes do for each journal article: author, title, journal, volume and date, and page numbers. However, in addition, abstracts will give you a brief summary of the contents of the material indexed. From this summary you can determine whether the article meets your research needs. This summary is in itself called an abstract, and that is how the term "abstract" came into use to designate a type of index that provides more than just the basic information necessary to locate appropriate journal articles, books, etc. Often the abstract for an individual article will provide you with important information, such as the method used to conduct an experiment or the results of a survey.

Abstracts generally differ in some other ways from simple indexes. They limit their indexing to material in a specific subject, such as psychology (Psychological Abstracts) or chemistry (Chemical Abstracts). Also, because they are intended to cover the complete literature of a subject, they index books, scholarly monographs, research reports, seminar papers, and doctoral dissertations as well as journal articles. Often the material indexed is in many languages, not just in English. Because of their wide coverage and international scope, the major abstracting tools are indispensable sources of information for the researcher.

Abstracts are often arranged differently from simple indexes. The citations, with their summaries, are usually arranged by broad subdivision within the discipline covered in a main entry section of the abstract. Each entry is given an ABSTRACT NUMBER. Sometimes this "number" is composed of both letters and numbers (EJ 309 452, ED 403 667). Separate subject and author indexes within the same publication then index these entries in detail and refer to the abstract number that identifies the full citation in the main section.

The example given for Current Index to Journals in Education (called CIJE) shows how the abstracting system works. First consult the appropriate index (e.g. Subject Index) and select a citation. By following the abstract number (EJ 309 452) to the main section of the abstract you can locate the full citation for the article "Technology and the handicapped" and get the abstract of the article's contents.

EXAMPLE OF AN ABSTRACT

CURRENT INDEX TO JOURNALS IN EDUCATION (CIJE)

SUBJECT INDEX

Diplomatic History

Ottonian Diplomacy and the Mission of John of Gorze. *Indiana Social Studies Quarterly;* v37 n2 p5-15 Aut 1984 EJ 310 672

Directed Reading Activity

The College Reading Lab: An Old Story with a New Twist. *Journal of Reading;* v28 n4 p305-09 Jan 1985 EJ 309 839

Disabilities

Technology and the Handicapped. *American Education;* v20 n5 p27-30 Jun 1984 EJ 309 452

Business Education Teachers Assess Mainstreaming Experiences. *Balance Sheet;* v66 n3 p31,33-34 Jan-Feb 1985 EJ 309 492

Campus Discipline and the Handicapped Student: Accountability with Accommodation. *NASPA Journal;* v22 n2 p44-47 Fall 1984 EJ 309 516

Section 504: A Workable Alternative. *Journal of College Student Personnel;* v25 n4 p365-66 Jul 1984 EJ 309 534

Relationship of Self-Concept to Age, Disability, and Institutional Residency. *Gerontologist;* v24 n4 p401-07 Aug 1984 EJ 309 549

Adapting AV for Mainstreamed Students. *Pointer;* v28 n3 p8-9 Spr 1984 EJ 310 050

The Impact of Cooperative Learning in a Regular Classroom. *Pointer;* v28 n3 p19-21 Spr 1984 EJ 310 053

Consulting with the Regular Teacher: Guidelines for Special Educators. *Pointer;* v28 n3 p25-28 Spr 1984 EJ 310 055

Job Clubs: Getting into the Hidden Labor Market. *Pointer;* v28 n3 p29-32 Spr 1984 EJ 310 056

Educational Puppetry: A Valuable Instructional Resource in Regular and Special Education. *Pointer;* v28 n3 p33-36 Spr 1984 EJ 310 057

Abstract Number

EJ 309 452

MAIN ENTRY SECTION

2 / **EJ 309 452** / Adult, Career, and Vocatio

EJ 309 452 CE 515 109
Technology and the Handicapped. Williams, John M. *American Education;* v20 n5 p27-30 Jun 1984 (Reprint: UMI)
Descriptors: Technology; Technological Advancement; *Disabilities; Computers; *Blindness; *Visual Impairments; *Speech Handicaps; Federal Government; *Computer Assisted Instruction; *Artificial Speech

The use of talking microprocessors and terminals in helping blind, visually impaired, speech impaired, and other handicapped people receive an education is described. The process of creating synthetic speech is examined, as well as how it helps in the classroom. The federal government's promotion and funding of synthetic speech research is also detailed. (CT)

EJ 309 453 CE 515 110
High Tech, High Touch, as Perceived by Health Professionals. Shea, Mary Lou *Journal of Vocational Education Research;* v9 n2 p1-13 Spr 1984
Descriptors: *Technological Advancement; Technology; *Allied Health Occupations; Surveys; *Allied Health Occupations Education; *Professional Development; *Skill Development; Job Skills; *Clinical Teaching (Health Professions); Student Evaluation

This article describes the results of a survey of health professionals to determine their perceptions of "high tech, high touch" in health occupations education. Health professionals' concerns related to five major questions are presented. (CT)

The New York Times Index

The New York Times Index is worthy of special mention. It is useful for research because it has been published since 1851, hence giving an unparalled access to historical material in the New York Times. It is in itself an abstract. Because each news story is briefly summarized, it is possible to trace the development of an event merely by reading the index itself. And because the New York Times covers all important national and international events, it is possible to trace the date an article might have appeared in a regional or local newspaper by searching those local papers during the same dates as those in which an article appeared in the New York Times. Although the Index is thorough, its method of indicating the date and pages of issues of the newspaper differ from those of a standard periodical index.

Because the paper is published seven days a week and the edition is issued in sections numbered with Roman numerals (I,II,III,etc), you must learn to decipher the index notation in order to find your article on the New York Times microfilm. Each entry concludes with the date, section, page and column of the story's publication in the Times.

Ja 10, I, 23:1 = January 10, section I, page 23, column 1

The section is always expressed as a Roman numeral in the index, even when the newspaper uses a letter designation in the Monday - Friday issues of the newspaper (e.g. I=A, II=B, III=C, etc.)

EXAMPLE:

Je 9, IV, 4:2 (Index notation for a Monday issue)

June 9, section D, page 4, column 2
(Corresponding location of the article in the newspaper)

The abbreviations (S), (M), and (L) stand for the length of the article: Short, Medium, or Long. Reproduced on the following page is an actual page from the New York Times Index. Study the example to see if you can distinguish the features we have been discussing.

New York Times Index
(Sample Page)

longstanding debate over whether book or Twain were racist; photos; text of letter (M), Mr 14,I,1:3
CLEMSON University. See also Athletics, Mr 3,5,6,7, 9,10,12,14
CLENDENIN, John L. See also Asarco Inc, Mr 12
CLERGY. See also Religion and Churches
CLEVELAND Electric Illuminating Co. See also Elec Light, Mr 8
CLEVELAND Quartet (Music Group). See also Music, Mr 7
CLIFTON (NJ)
Peter K Mitchell If you're thinking of living in: article focuses on Clifton, New Jersey; notes that Clifton is ninth largest city in state, with population of 75,000 in 1982; photos; map (M), Mr 10,VIII,9:1
CLIMATE. Use Weather
CLINE, C Bob. See also Perry Gas Companies, Mr 7
CLINGENPEEL, Franklin Levi. See also Shootings, Mr 6
CLOCKS. Use Watches and Clocks
CLOTHING. Use Apparel
CO-Generation (Electricity Production Process). See also Oil, Mr 13
COACHES and Managers. See also
Athletics and Sports, Mr 5,7,12,14
Baseball, Mr 4,10,11
Basketball, Mr 3,4,7,10,11
Football, Mr 12,15
COAL
Union chiefs in Britain's biggest coalfield defy demands from miners in almost every other region and refuse to support end to nearly year-old strike (S), Mr 3,I,9:5
Emery Mining Corporation crews open second sealed portal of burning mine in Orangeville, Utah, that was sealed after fire broke out on December 19, killing 27 miners (S), Mr 3,I,15:4
British coal miners call off strike, almost year after it started, and plan to return to work on March 5; walkout ends without agreement with National Coal Board on key issue of closing of uneconomic mines; Mineworkers leader Arthur Scargill says 'dispute will continue' and some other union officials predict 'guerrilla warfare' will erupt in militant areas; photo (M), Mr 4,I,1:6
Coal miners in Kent, England, and Scotland vote to defy national union and remain on strike when their colleagues in other regions return to work on March 5; plan to remain off job until about 650 dismissed workers are rehired (M), Mr 5,I,11:1
Britain assesses staggering costs of coal dispute as year-long strike ends; analysts estimate that cash cost to Government will exceed $3 billion, even before investment to rebuild shattered industry starts; graph (M), Mr 6,I,3:1
British coal industry moves toward full operation as most miners who had not already abandoned strike return to work; some miners stay home and others who report for work are turned away by unofficial pickets; photo (M), Mr 6,I,3:4
Resistance to return to normal operations in British coal industry starts to crumble; state-owned National Coal Board says 82% of workers are on job (S), Mr 7, I,5:1
Coal imports of European Economic Community rise 30 percent in 1984, to 79.6 million metric tons, as miners' strike in Britain increased demand for imported coal in that nation (S), Mr 8,IV,9:6
Editorial Notebook column holds recently ended British coal miners' strike demonstrated class bitterness in society now seriously frayed by pessimism and bitter confrontation (M), Mr 9,I,22:1
Ending of British coal strike touches conscience of nation, winning respect for miners among British public even as their cause is lost; photos (M), Mr 10, IV,4:3
Protesters turn back train and throw rocks at coal trucks as supporters of United Mine Workers try to block shipments at Sprouse Creek Processing Company plant in Lobata, West Virginia, and Big Bottom Coal Company plant in McCarr, Kentucky; both companies are subsidiaries of strikebound A T Massey Coal Company; six demonstrators are arrested (S), Mr 14,I,16:6
Nonunion drivers smash their coal trucks through roadblock set up by United Mine Workers near Sprouse Creek Processing Co and Rawl Sales and Processing Co in Lobata, W Va, damaging the cars of striking miners, who retaliate by burning one truck and pelting the others with rocks; companies are subsidiaries of A T Massey Coal Co (S), Mr 15,II,12:3
COAL Board, National (GB). See also Coal, Mr 4,7
COAST Guard (US). See also Drug Traffic, Mr 2,15
COASTAL Corp. See also American Natural Resources Co, Mr 2,4,5,6,7,8,9,12,13,14,15
Profile of Oscar S Wyatt Jr, chairman and chief executive of Coastal Corporation; traces history of his takeover bids; his photo; chart on takeovers (M), Mr 8,IV,1:3
COCA-Cola Co. See also Beverages, Mr 15
Former Frederick Koch, who legally changed his

COELHO, Tony (Repr). See also Agr, Mr 4
COFFEE. See also Heart, Mr 8
COHEN, Harvey. See also NYC – Elections – Mayors, Mr 1
COHEN, Lawrence P (Magistrate). See also US – Elections, Mr 9
COHEN, William S (Sen). See also Missiles, Mr 7
COINS. See also Currency, Numismatics
COKE-is-it (formerly Frederick Koch). See also Coca-Cola Co, Mr 14
COLD. See also Weather

COLECO Industries Inc
Coleco Industries promotes Bert L Reiner to senior vice president-quality assurance and Jerry Wood to senior vice president-creative development; vice chairman Melvin Y Gershmann retires (S), Mr 6,IV, 2:5
Coleco Industries reports fourth-quarter loss of $93.2 million, compared to $35 million loss in 1983 period (M), Mr 12,IV,5:1
COLEMAN, Donna. See also Music, Mr 10

COLEMAN, Earnest L (Col). See also Airlines and Airplanes, Mr 12. US Armament, Mr 12
COLEMAN, Leonard Jr (Comr). See also Elec Light, Mr 10
COLINO, Richard R. See also Communications Satellites, Mr 3
COLISEUM (NYC)
More than 100 representatives of some of New York City's most prominent real-estate and architectural firms gather at New York Coliseum for briefing on what city and Metropolitan Transportation Authority are looking for in proposals to redevelop site; city and authority announced in February that site was up for sale for price that is expected to exceed $200 million; photo (S), Mr 9,I,27:1
COLLECTORS and Collections. See also
Numismatics, Mr 3
Oriental collectibles are more popular than Sotheby's realized, many Chinese and Indian decorative objects from Fowler Museum of Los Angeles sold for prices that were much higher than expected (S), Mr 1,III,26:6
COLLEGE Athletics. See also
Athletics and Sports, Mr 3,7,12,14
Basketball, Mr 1,2,3,4,5,6,9,10,11,13,14
Football, Mr 7,13,15
Skiing, Mr 10
Track, Mr 4,10
COLLEGE-Conservatory of Music. See also Music, Mr 7
COLLEGES and Universities. See also Measles, Mr 12. Textbooks. Travel, Mr 11. Colleges Athletics
Pres Reagan acknowledges that his proposal to

faced wtih likelihood that minimum drinking age will be raised to 21, are taking new steps to reduce drinking on campus; university officials, to motivate students to socialize without drinking alcohol, are remodeling social halls and campus pubs, planning elaborate theme parties and teaching students about hazards of drinking; illustration (M), Mr 8,I,1:1
Senate Budget Committee decides that 1986 budget it is drafting should include most of student loan programs earmarked by Pres Reagan to be ended (M), Mr 8,I,1:6
Polish police seal off Warsaw University as students lay flowers at plaque marking start of wave of student demonstrations in 1968 (S), Mr 9,I,24:6
Scores of universities around US, hard-pressed for funds and eager to support more research, are developing corporate research parks in their backyards; Yale, University of Missouri at Kansas City and Polytechnic Institute of New York are among those following successful lead of Princeton University; Douglas R Porter, associate director for research at Urban Land Institute, says 31 universities are now actively engaged in developing research parks; photos; maps (M), Mr 9,I,29:3
Article on wave of curriculum changes in American colleges in last several years; says hundreds of colleges have increased number of mandated courses, redesigned general education programs and demanded that students possess skills ranging from mathematical proficiency to computer literacy in order to graduate; photos (M), Mr 10,I,1:5
Concern about looming cuts in Federal aid to college students prompts St Joseph College to freeze tuition and leads group of Democratic legislators to call for tuition freeze at Conn public colleges and universities (S), Mr 10,XXIII,14:4
Article on national debate over how to define who is financially independent student at a time when growing number of college applicants are placing increasing demands on government and school resources, claiming they cannot rely on their parents to help pay tuition; Reagan Administration wants to define dependent as anyone under 22 years old, except for orphans and wards of state, but many object to such a black-and-white standard (M), Mr 12,III,1:1
Rep Carl C Perkins, speaking against Pres Reagan's proposed cuts in student aid, notes that Reagan and 12 of 13 members of his Cabinet graduated from private institutions, which will be the most affected by cuts (S), Mr 15,II,10:2
COLLINS, Billy Jr. See also Boxing, Mr 14
COLLINS, Jack L. See also Atomic Energy, Mr 9
COLLINS, Joanette. See also Entertainment and Amusements, Mr 2

★★

eviews—True

Note that events under each subject are arranged chronologically by date of publication (March 8 before March 9).

The number after the colon(:) is always the column of newspaper print. Mar 9,I,22:1 = March 9, section 1(or section A), page 22, column 1.

mb at police
ght people,
5
r 15
. Mr 9

Data

5,6,7. Athletics

School. See

See also
ny, Mr 9

s Harvey J
n (S), Mr 7,IV,

obert
orldwide
ice president

★★

s.ructure of higher education in Connecticut needs to be reformed; holds there already exists informal cooperative ventures between state's private and public colleges; drawing (L), Mr 3,XXIII,22:1
Israeli Government closes Palestinian-run Bir Zeit University in occupied West Bank for at least week after finding banned books and other materials there; about 50 people are arrested (S), Mr 4,I,4:4
Private colleges, such as Wooster in Ohio, are trying to offset rising costs and declining applications by offering 'preferential packaging' of scholarship aid to lure top students, without regard to personal financial need; several prestigious schools, such as Cornell and Wesleyan, are at the same time no longer guaranteeing financial aid as needed for all accepted applicants; Johns Hopkins pres Steven Muller notes families are highly conscious of costs and attracted by aid offers (M), Mr 4,II,8:2
National Science Board charges that 15 universities

productions and Victorias Biggal
of European operations (S), Mr 11,IV,2:5
Columbia Pictures Industries names William A Humphrey director-East Coast administration (S), Mr 15,IV,2:5
COLUMBIA University. See also Legal Profession, Mr 2. Music, Mr 3
Columbia University establishes professorship honoring Adolf A Berle, legal scholar and statesman; gifts totaling $1 million from Berle's family, colleagues and former students finance new chair, called Berle Professorship of Law (S), Mr 10,I,51:3
Dedication ceremonies are held for Gannett Center for Media Studies at Columbia University (S), Mr 14, II,7:1
Correction of March 14 article, Mr 15,II,1:6
COMA. See also Med, Mr 6
COMBUSTION Engineering Inc
Combustion Engineering appoints Shelby T Brewer senior vice president of its Nuclear Power Systems

Method of Searching Indexes and Abstracts

Since most of the major indexes and abstracts have been published for many years, you must make a decision about which volume and year to use when searching for information. If you are doing research on a 20th century historical subject, begin with the index volumes representing the years in which that event occurred. That way you will get the contemporary periodical accounts of the event, which represent primary sources. Then work from the date of the event to the present day, thereby picking up all the subsequent scholarly research about the subject. If, however, you are doing research on a topic which does not involve a given event, then the best way to proceed is to begin with the most recent volumes and work back to a determined period of time -- say five or ten years. How far you go back in the indexing depends upon the length and treatment of your research paper. Some topics require getting a historical perspective and some do not.

Searching Indexes Directly Online

It is also possible to search many indexes and abstracts directly online through the use of computer terminals linked to national database systems. These systems provide libraries and businesses with direct access to the indexing information stored online on computer discs. Since it is from these computer discs that the printed versions of indexes are produced, searching online gives you the same information as that found in a printed volume. The advantages are that you get the information more quickly and often with greater precision, depending on the nature of your topic. In the United States there are three major systems: the System Development Corporation's ORBIT, the Bibliographic Retrieval Service, known as BRS, and the Lockheed Corporation's DIALOG information retrieval system. In addition to these three sources, there are other database systems provided by various governmental and commercial organizations, such as the MEDLINE group of databases produced by the National Library of Medicine and WILSONLINE produced by the H.W. Wilson Company, the publisher of a large number of periodical indexes.

At present the Ramsey Library provides access to only the DIALOG system. However, the DIALOG system gives excellent coverage for all subjects, since it contains databases for more than 200 individual indexes and abstracts. DIALOG has very strong coverage in the sciences, the social sciences, technology, and business. Like most database systems it is weak in the humanities, but that is because very few indexes strictly for the humanities exist even in

printed form. Because of the amorphous, varied, and interdisciplinary nature of most subjects in the humanities, it is not possible to provide indexing of humanities literature with the same precision that can be achieved in the sciences or social sciences.

The databases covered by information retrieval systems provide two types of information: bibliographic citations and actual data. The actual data includes those services which provide information for business and industry, such as Security and Exchange Commission reports, export/import statistics, and other similar facts and figures. It also includes full-text databases such as the online version of Academic American Encyclopedia. The majority of the databases provide bibliographic information, that is citations and occasionally abstracts for books and articles, just as you would find in a regular printed index such as Sociological Abstract. In many cases, and certainly in the case of Sociological Abstracts, the online indexing is far superior to the indexes of the printed volume because the terms are more precise.

Using online indexes can save you time and frustration, especially if you are writing a long research paper requiring extensive documentation. Instead of spending hours bent over a printed index such as Psychological Abstracts, you simply tell a librarian what kind of information you need. Both you and the librarian then choose appropriate databases and formulate a search strategy, using terms in ordinary English, not computer language. The librarian will tell you if your topic is not suited for computer searching or will conduct the search at the terminal with you standing by to advise on the accuracy and relevancy of the search outcome. What you will then have is a custom-designed bibliography, often with abstracts, that will lead you to books and articles precisely on your research topic.

Since these online indexes are provided by commercial firms, most libraries must charge the person requesting the search. Ramsey Library charges the amount of money billed to the library by the firm. The cost is entirely determined by three factors: the per-hour cost of the database, the telephone charges linking the terminal to the database, and the per citation cost. Each database is priced differently. Because of the cost, you would not search an index online for a short paper requiring little documentation.

Example of an Online Search

```
? begin 29
          14jul86 10:00:51 User8282
    $0.09  0.003 Hrs File1*
    $0.03  Telenet
    $0.12  Estimated Total Cost

File29:MET/GEOASTRO ABSTRACTS - 70-86/Apr
        Set Items Description
        --- ----- -----------

? Select Tornado wind velocities/de or Wind speed
           estimation/de
        1   300  Tornado wind velocities or Wind speed
                 estimation

? Select S1 and chicken/ti
        2     1  S1 and chicken

? T 2/5/1

27060295/5
27060295   ID NO.- MGA27060295
  Chicken plucking as measure of tornado wind speed.
  Vonnegut, B.
  Atmos. Sci. Res. Ctr., State Univ. of N.Y., Albany
  Weatherwise, Boston, 28(5): 217, Oct. 1975. DAS, DLC
  CTRY OF PUBL: US
  Loomis' experiment to determine the air speed required to
remove all the feathers of a chicken to estimate the wind
speed in a tornado vortex was conducted in a wind tunnel
instead of using a dead chicken as a ball shot out of a six
pounder. In view of the fact that the force required to
remove the feathers from the follicles varies over a wind
range in a complicated and unpredictable way and depends upon
the chicken's condition and its reaction to its environment,
the plucking is of doubtful value as an index of tornado wind
velocity.

DESCRIPTORS: Tornado wind velocities; Wind speed estimation

? logoff
          14jul86 10:01:28 User8282
    $1.14  0.012 Hrs File29
    $0.13  Telenet
    $1.27  Estimated Total Cost

LOGOFF 10:01:32
415 20 DISCONNECTED 00 40
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CHAPTER 6: INDEXES TO PARTS OF BOOKS

Yet another kind of index is concerned with the contents of published books. The library catalog, for the most part, lists only complete books. Many books, however, contain several discrete parts, each part often by a different author. These books are usually called collections or anthologies. A book of poems may contain 20 or 30 or even hundreds of poems, each with its own title and author. This is also true of collections of short stories, plays, essays, and speeches. Rarely are the titles and authors of these parts listed separately in the library catalog. Fortunately, specialized indexes exist that list the individual parts of many of these books. Some of these are listed below; others can be located through the subject catalog by looking under a type of material and then looking for the subdivision INDEXES, i.e. DRAMA--INDEXES.

Essays

Essay and General Literature Index

The Essay and General Literature Index indexes essays by author and subject in English-language anthologies to which many authors have contributed. It emphasizes subjects in the humanities and social sciences, especially literature, history, and psychology. The index is very weak on scientific essays written for a specialized audience, but will list scientific essays of interest to laymen, such as articles written by Stephen Jay Gould or Carl Sagan.

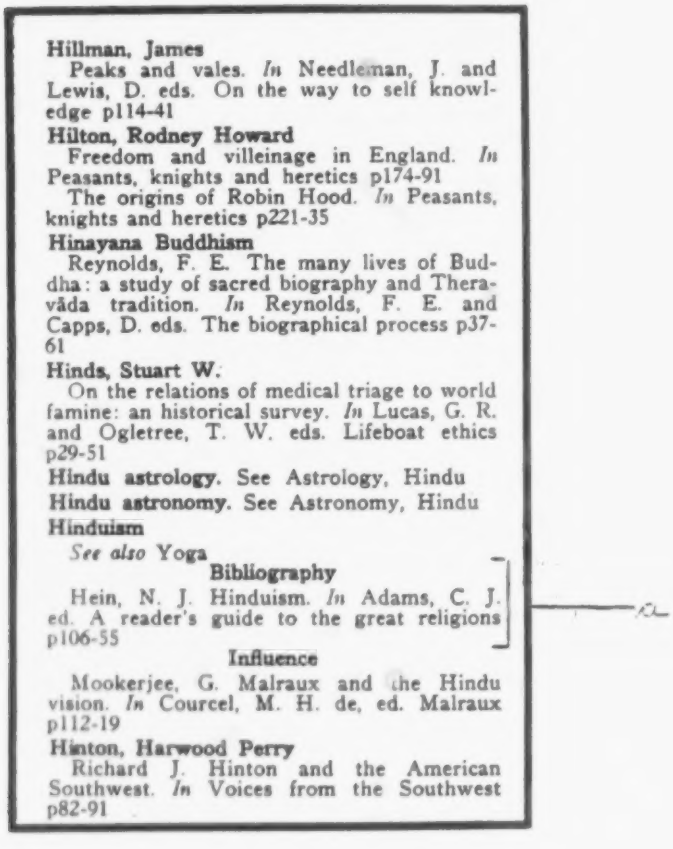
The index is arranged in one alphabet and includes all author entries, subject entries, and such title entries as have been considered necessary. Using the index requires some practice, as you must search three (3) separate sections of each volume to get the complete bibliographical information for any one essay. The following sample pages from the Essay and General Literature Index show the three sections needed to find complete information for an essay. These three steps are:

1. Look up the subject of your essay in the main section of the index. For example, under the example marked (a) the subject is "Hinduism--Bibliography."

   The essay citation provides the following information:
   - Name of the essayist (Hein, N.J.)
   - Title of the essay (Hinduism)
   - Title of anthology in which the essay appears (A reader's guide to the great religions)
   - Beginning and concluding page numbers for the essay (p106-55)
   - Frequently, the name(s) of the editor(s) of the anthology(C.J. Adams)

HOW TO LOCATE ESSAYS IN THE ESSAY AND GENERAL LITERATURE INDEX

Step 1 - MAIN SECTION



Hillman, James
Peaks and vales. *In* Needleman, J. and Lewis, D. eds. On the way to self knowledge p114-41

Hilton, Rodney Howard
Freedom and villeinage in England. *In* Peasants, knights and heretics p174-91
The origins of Robin Hood. *In* Peasants, knights and heretics p221-35

Hinayana Buddhism
Reynolds, F. E. The many lives of Buddha: a study of sacred biography and Theravāda tradition. *In* Reynolds, F. E. and Capps, D. eds. The biographical process p37-61

Hinds, Stuart W.
On the relations of medical triage to world famine: an historical survey. *In* Lucas, G. R. and Ogletree, T. W. eds. Lifeboat ethics p29-51

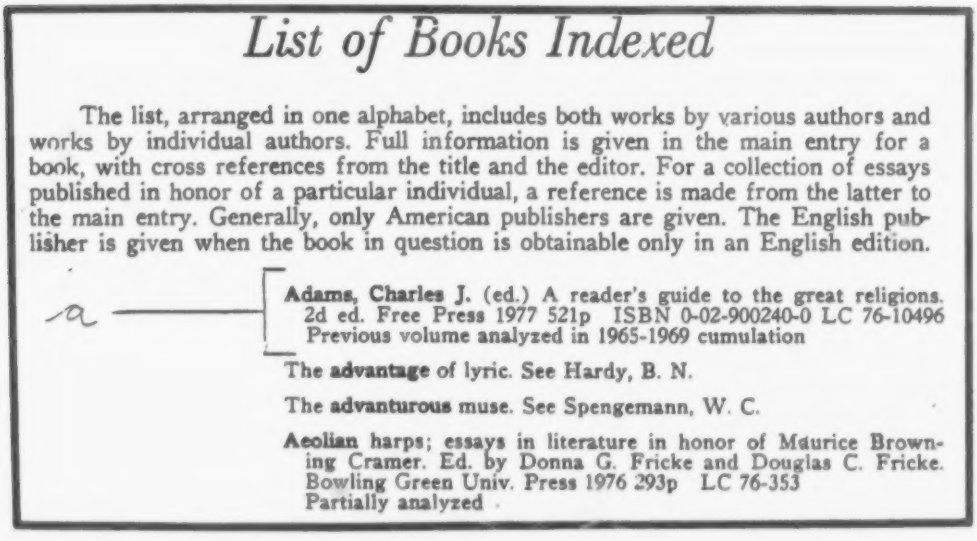
Hindu astrology. See Astrology, Hindu

Hindu astronomy. See Astronomy, Hindu

Hinduism
See also Yoga
Bibliography
Hein, N. J. Hinduism. *In* Adams, C. J. ed. A reader's guide to the great religions p106-55
Influence
Mookerjee, G. Malraux and the Hindu vision. *In* Courcel, M. H. de, ed. Malraux p112-19

Hinton, Harwood Perry
Richard J. Hinton and the American Southwest. *In* Voices from the Southwest p82-91

Step 2 - LIST OF BOOKS INDEXED



List of Books Indexed

The list, arranged in one alphabet, includes both works by various authors and works by individual authors. Full information is given in the main entry for a book, with cross references from the title and the editor. For a collection of essays published in honor of a particular individual, a reference is made from the latter to the main entry. Generally, only American publishers are given. The English publisher is given when the book in question is obtainable only in an English edition.

Adams, Charles J. (ed.) A reader's guide to the great religions. 2d ed. Free Press 1977 521p ISBN 0-02-900240-0 LC 76-10496
Previous volume analyzed in 1965-1969 cumulation

The **advantage** of lyric. See Hardy, B. N.

The **advanturous** muse. See Spengemann, W. C.

Aeolian harps; essays in literature in honor of Maurice Browning Cramer. Ed. by Donna G. Fricke and Douglas C. Fricke. Bowling Green Univ. Press 1976 293p LC 76-353
Partially analyzed

HOW TO LOCATE ESSAYS IN THE ESSAY AND GENERAL LITERATURE INDEX

Step 3 - DIRECTORY OF PUBLISHERS AND DISTRIBUTORS

Directory of Publishers and Distributors

Africana Pub. Co. Africana Publishing Corporation, 101 5th Av, New York, N.Y. 10003

Am. Assn. for State & Local Hist. American Association for State & Local History, 1400 8th Av, S, Nashville, Tenn. 37203

Am. Philosophical Soc. American Philosophical Society, 104 S. 5th St, Philadelphia, Pa. 19106

Anchor Press. See Doubleday

Archon Bks. See Shoe String

Ardis Pubs. Ardis Publishers, 2901 Heatherway, Ann Arbor, Mich. 48104

Art Alliance Press, P.O. Box 421, Cranbury, N.J. 08512

Association Press, 291 Broadway, New York, N.Y. 10007

Barnes & Noble. See Harper

Bowling Green Univ. Pop. Press. Bowling Green University Pop Press, 101 University Hall, Bowling Green, Ohio 43403

Bowling Green Univ. Press. Bowling Green University Press, Donna G. Fricke, Center for Bibliography, Dept. of English, Bowling Green State University, Bowling Green, Ohio 43403

Bucknell Univ. Press. Bucknell University Press, Lewisburg, Pa. 17837

Cambridge. Cambridge University Press, 32 E 57th St, New York, N.Y. 10022

Columbia Univ. Press. Columbia University Press, 562 W 113th St, New York, N.Y. 10025

Doubleday. Doubleday & Co, Inc, 245 Park Av, New York, N.Y. 10017

Duke Univ. Press. Duke University Press, College Station, Box 6697, Durham, N.C. 27708

Fordham Univ. Press. Fordham University Press, University Box L, Bronx, N.Y. 10458

Free Press. The Free Press, 866 3d Av New York, N.Y. 10022 — a

84

2. To find the publisher and date the anthology was published, turn to the LIST OF BOOKS INDEXED section at the rear of the Index volume. You must look at this LIST under the first word after the italized word "In," as example (a) shows:
"In Adams, C.J., ed."

After looking in the LIST under Adams, Charles J.(ed.), you find that the book, A Reader's Guide to the Great Religions, was published by the Free Press in 1977 and that it is a second edition.

3. To find the city in which the Free Press is located, turn to the DIRECTORY OF PUBLISHERS AND DISTRIBUTORS, the last section of the Index volume (volumes earlier than 1965 will not have this DIRECTORY.) In example (a) the city for the Free Press is New York.

To find essays written by a specific author, essays about an author, or criticism of an author's individual work, search the Essay and General Literature Index under the author's name. Entries for authors are listed in the following manner:

1. Author's works

Hook, Sidney
General education in a free society. *In* Freedom, order, and the university, ed. by J.R. Wilburn p31-41

2. Works about the author are listed under the heading **About**

Hook, Sidney

About

Capaldi, N. Sidney Hook: a personal portrait. *In* Sidney Hook: philosopher of democracy and humanism, ed. by P. Kurtz p17-26

3. Criticism of an author's individual works is given under the heading **About individual works**

Hook, Sidney

About individual works

The metaphysics of pragmatism

Bell, D. The pragmatism of metaphysics. *In* Sidney Hook: philosopher of democracy and humanism, ed. by P. Kurtz p249-58

After you have selected an essay, search the library catalog by either the author or the title of the anthology to see if the library owns the anthology that contains the essay you need.

Fiction

Short Story Index (Ref Z 5917 S5C6)

Do you want to read stories about baseball? Or perhaps you are more interested in reading science fiction or the stories of a specific author. No matter what your preference, the Short Story Index will lead you to stories in collections and, since 1974, to stories in selected magazines. You can locate any story in this index by author, by title, and by subject. The contents indexed are restricted to English-language fiction.

There are other specialized indexes to fiction in anthologies and in periodicals. Index to Periodical Fiction in English, 1965-1969, the Index to Little Magazines, 1900-1967 and Index to Stories in Thematic Anthologies of Science Fiction are only a few of these which Ramsey Library owns. For full-length novels, you must consult the Fiction Catalog, which we have already mentioned in Chapter 4.

Plays

Play Index (Ref Z 5781 P5.3)

This index is a great help to anyone involved in putting on theatrical productions. It leads you both to plays in collections and to plays published separately as single works, as well as to one-act plays and radio and TV dramas. You can find a specific play by author, by title, and by subject, so that if you wanted your theatre group or church group to put on a specific type of play, such as a murder mystery, you could find the names of several plays of this type merely by checking under the relevant category. Even more importantly, every title gives information needed to choose a play suitable for the resources of your drama group. Number of acts and scenes, cast requirements, and set requirements are given for each play.

There are other indexes and catalogs to plays, both in collections and published as single works. A list follows of those currently owned by Ramsey Library:

Chicorel Index to Plays in Anthologies, Periodicals, Discs, and Tapes. (Ref Z 5781 C484x)
Chicorel Theatre Index to Plays in Anthologies. (Ref Z 5781 C4.846)
Guide to Play Selection. (Ref Z 5781 N1.3 1975)
Ottemiller. Index to Plays in Collections. (Ref Z 5781 08) and Ref Z 5781 O8 1976)

Thomson, Ruth G. Index to Full Length Plays.
(Ref Z 5781 T5)
Ireland, Norma. Index to Full Length Plays.
(Ref Z 5781 T5.2)
Samuel French's Basic Catalogue of Plays.
(Ref Z 5785 Z9 S19x)
Dramatists Play Service, Inc. Catalog. (Ref Z 5785 Z9 D73)
The Dramatic Publishing Company. Catalog.
(Ref Z 5785 Z9 D7)

Poetry

Granger's Index to Poetry (Ref Z7156 P7 G7x)

This work indexes standard and popular collections of poetry by the author of the poem, the subject of the poem, and initial words in the title and first line. Granger's is a useful tool, especially if you are looking for poetry on a specific subject, like "music," or for a specific holiday or occasion, such as Christmas, Hanukkah, or a birthday. It is also the only way, apart from a bibliography, to locate single poems not yet published in book form.

Granger's is not the only poetry index in print. Some lead you to poetry for children, for example, the Subject Index to Poetry for Children and Young People, 1957-1975 and the Index to Poetry for Children and Young People, 1964-1969. Others are for poetry in magazines (Index of American Periodical Verse, 1971-). All of these indexes can be located by asking a librarian or by checking the library catalog.

Speeches

Speech Index (Ref Z 6514 S7)

This is a subject and author index to speeches, toasts, orations, eulogies, and other forms of public rhetoric printed in anthologies. All types of speeches are covered, from Nobel Laureate presentation and acceptance speeches to campaign speeches and memorial tributes. You can locate speeches by individuals and speeches by classes of individuals (i.e., clergy) and also find speeches on specific subjects. All historical periods are covered in this index, from the latest Presidential State-of-the-Union address to works of the Greek and Roman orators.

The above listing of indexes to works in collections shows only part of the wide variety of such indexes that

exists. There are specialized indexes for many types of material appearing as parts of books, whether that material is critical reviews of plays and fiction, essay articles, children's verse, or critical studies of literary works. We have mentioned merely the most salient ones owned by our library. To find others, ask a librarian or consult the library catalog.

EXERCISE

Use the Essay and General Literature Index to locate an essay about Toni Morrion's book Song of Solomon. Does Ramsey Library own this essay?

CHAPTER 7: GOVERNMENT DOCUMENTS

A government document is any book, periodical, or pamphlet published at public expense by the authority of a legally constituted government body. (The publishing format is not restricted to paper: increasingly, government documents are published as microforms. There is also an increase in online publishing.) This government body may be a municipality (Asheville), a state (North Carolina), a nation (the United States), or an international organization (the United Nations). Although the publications of any of these government bodies are considered documents, this section will only be concerned with United States government documents.

The United States federal government is the largest publisher in the free world, issuing over 20,000 separate publications each year. Government documents come in all sizes and formats, from one-page leaflets to fifty-volume sets of books. They also cover an incredibly wide range of subjects from child care to weaponry, tomato-growing to cancer research. U.S. government documents are particularly good sources of information for the sciences, the social sciences, statistics, and consumer affairs. They are also indispensable for acquiring a knowledge of the organization and functioning of the federal government. Most government documents are not listed in the library catalog. However, despite their variety and number, government documents are as easy to locate and use as any other kind of library material once you have learned something about their organization and indexing tools.

The Depository System

Many libraries receive government publications free of charge from the Government Printing Office in exchange for making these documents available to the public. The documents are not actually owned by the libraries; rather they are kept on "deposit" as resources for the public. These libraries are called depository libraries. There are two kinds of depository libraries:

1. Selective (or partial) depositories order and receive only those documents they want in their collections and may discard any of their government publications after five years. UNCA's Ramsey Library has been a selective depository since 1966 and receives some, but not all, publications of the federal government.

2. Regional depositories receive copies of all new and revised government documents authorized for distribution to depository libraries. Regional depositories must keep at least one copy of all depository publications and provide interlibrary loan, documents reference service, and other assistance to selective depositories. There can be no more than two regional depositories in each state. North Carolina's regional depository is at UNC-Chapel Hill.

Classification of Government Documents

The Government Printing Office (G.P.O.) assigns each federal document a unique number that distinguishes it from all other documents and determines its place on the shelves. This number is variously called the "documents number" or, more fully, the "Superintendent of Documents number" or the "SUDOCS number." Like Library of Congress call numbers, the SUDOCS number is alphanumeric, that is, it consists of a combination of letters and numerals. However, unlike L.C. call numbers, these letters do not reflect the document's subject matter, but rather indicate the government agency or department that issued the document. Hence, the SUDOCS class letter "A" designates documents issued by the Agriculture Department; "D," documents of the Department of Defense, and "FT," documents of the Federal Trade Commission. Other numerals and letters are added to the basic letter to identify the department's subordinate bureaus, the type of publication, and to create the unique number for each document.

A	Agriculture Department
A 13.	Forest Service (a subordinate bureau)
A 13. 78	Forest Service research papers
A 13. 78: SE-68	No. 68 of Forest Service research paper series SE

Remember that the SUDOCS number reflects the origin of the document, not its subject matter. Publications of one agency are classed together, regardless of subject. The SUDOCS classification system reflects the organization of the United States government, not a classification of knowledge by subject, as does the Library of Congress system of classification. On the following page is a quick reference guide to the classification letters of issuing agencies and departments from whom the Pamsey Library receives documents. This list is updated when we select documents from other agencies.

SUDOCS Class Letters of Issuing Agencies or Departments
June 1986

A	Agriculture Department
AC	Arms Control and Disarmament Agency
AE	National Archives and Records Administration
C	Commerce Department
CAB	Civil Aeronautics Board
CC	Federal Communications Commission
CR	Civil Rights Commission
CSA	Community Services Administration
D	Defense Department
F	Energy Department
ED	Education Department
EP	Environmental Protection Agency
FEM	Federal Emergency Management Agency
FM	Federal Mediation and Conciliation Service
FT	Federal Trade Commission
GA	General Accounting Office
GP	Government Printing Office
GS	General Services Administration
HE	Health and Human Services
HH	Housing and Urban Development
I	Interior Department
IA	U.S. Information Agency
IC	Interstate Commerce Commission
ITC	International Trade Commission
J	Justice Department
JU	Judiciary
L	Labor Department
LC	Library of Congress
LR	National Labor Relations Board
NAS	National Aeronautics and Space Administration
NF	National Foundation on the Arts and the Humanities
NS	National Science Foundation
P	United States Postal Service
PE	Peace Corps
PM	Personnel Management Office
Pr	President of the United States
PrEx	Executive Office of the President
S	State Department
SBA	Small Business Administration
SE	Securities and Exchange Commission
SI	Smithsonian Institution
T	Treasury Department
TD	Transportation Department
VA	Veterans Administration
X, Y	Congress

The Monthly Catalog

The chief index for government documents is The Monthly Catalog of United States Government Publications, usually referred to simply as The Monthly Catalog. Each issue of The Monthly Catalog contains the following sections:

A. Government Publications

This is a list of documents published for that month, arranged alphabetically by their issuing agencies. Each document is given an identifying entry number, composed of the year plus a serially-assigned number designating the place of the document in the total number of documents indexed so far that year. For example, the entry number 78-1 designates the first document indexed in 1978; 78-169 is the 169th document indexed in 1978. The government publications section gives full publishing information for each document.

B. Indexes

There are six indexes contained in each issue of The Monthly Catalog, including the series/report index and the stock number index, but the most commonly used indexes are:

1. Author index - Includes both personal name authors (Abel, Charles) and corporate authors (American College of Radiology).

2. Title index - Includes titles of individual volumes in a series and other unique titles.

3. Subject index - The subject headings are derived from the Library of Congress Subject Headings.

4. Title keyword index - Each document is indexed by each important word in the title.

Each of the six indexes cumulates semiannually and annually. From January to May, you must consult the indexes in each monthly issue until the June cumulative index for the half year is published. From July to November, you must consult the indexes in each monthly issue until the December index cumulates for the entire year.

Using The Monthly Catalog and Locating Documents in Ramsey Library

Assume you are looking for a document on inheritance and transfer tax in the United States. Unless you know the specific author, stock number, title, or series of a

particular document, your best method is to search the subject index of The Monthly Catalog. However, no matter which index you use, you must always match the entry number from the index to the record in the Government Publications section. The illustration on the next page shows a reference in the subject index and a reference in the title keyword index to a record in the Government Publications section. A detailed sample entry from the Government Publications section is shown on page 93.

Monthly Catalog (index references to the document record)

Subject Index

Inhalation.
Effects of endogenous ammonia on neutralization of inhaled sulfuric acid aerosols /, 81-1322

Inheritance and transfer tax — United States.
Federal estate and gift taxes., 81-1780

Insecticides — Toxicology.
Selected toxicological studies of dimilin in weanling male rats /, 81-1297

Insurance, Business — United States.
Risk management and insurance., 81-1777

Insurance, Flood — Alabama — Anderson.
Flood insurance study : town of Anderson, Alabama, Lauderdale County., 81-1386

Insurance, Flood — Alabama — Daphne.
Flood insurance study : city of Daphne, Alabama, Baldwin County., 81-1384

Insurance, Flood — Alabama — Owens Cross Roads.

Entry Number

SUDOCS Number

81-1780

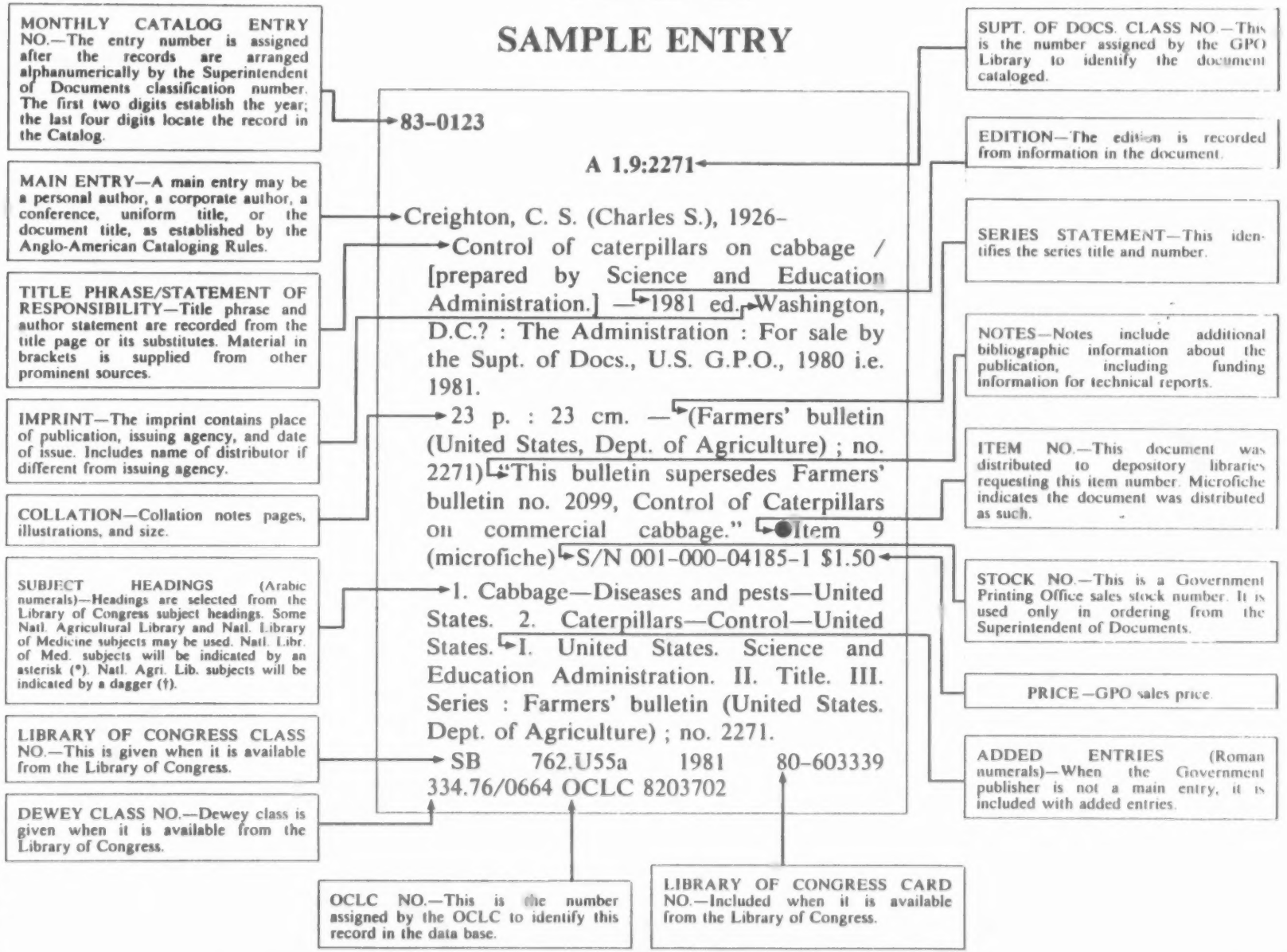
T 22.19/2:Es 8/980

United States. Internal Revenue Service.
Federal estate and gift taxes. — Rev. May 1980. — [Washington, D.C.?] : Dept. of the Treasury, Internal Revenue Service : For sale by the Supt. of Docs., U.S. G.P.O., 1980.
60 p. ; 27 cm. — (Publication ; 448)
Caption title.
Includes index.
●Item 956-A
S/N 048-004-01806-3
$3.75
1. Inheritance and transfer tax — United States. 2. Decedents' estates — Taxation — United States. 3. Gifts — Taxation — United States. I. Title. II. Series: Publication (United States. Internal Revenue Service) ; 448.
OCLC 7056950

Title Keyword Index

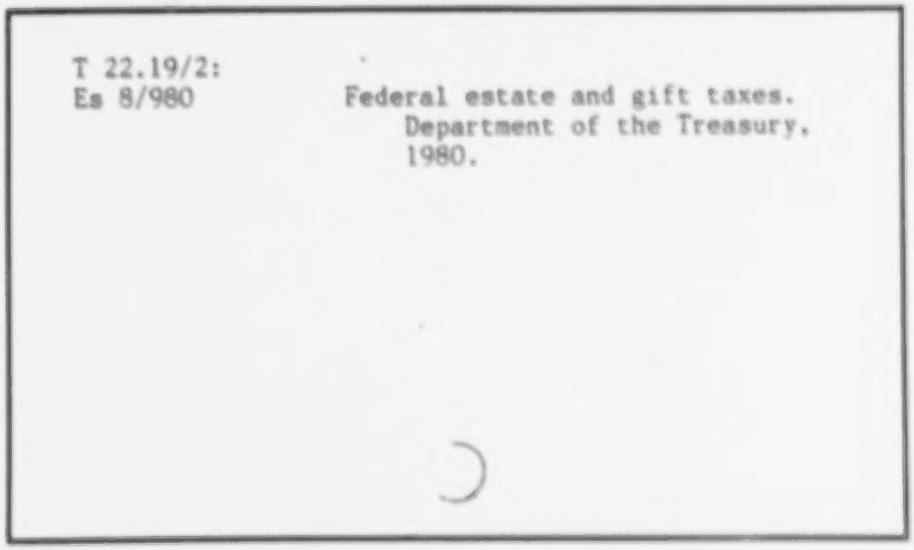
geologic guide to Mount McKinley National Park /, 81-1607
" occurrence /, Hydrates of natural gas :a 81-1586
" results obtained from boreholes UE25a-4, 81-1593
geology of the area of oil and gas lease sale no. 81-1585
" of the Rodeo Creek NE and Welches Canyon q 81-1581
Georgia., 1977 census of manufactures :geographic 81-1145
geothermal development /, Geothermal environmental 81-1349
" environmental impact assessment :ground 81-1349
Gerontology Research Center /, Research training o 81-1564
Ghana, signed at Accra March 31, 1978., Managed in 81-1697
gift taxes., Federal estate and 81-1780
glass door units :a voluntary national standard /, 81-1635
Glenpool, Oklahoma, Tulsa County., Flood insurance 81-1445
Gloucester County, Virginia., Soil survey of 81-1126
goals :a report on the proceedings of the first na 81-1268
Goodbue County., Flood insurance study :city of Pi 81-1424
government :, Fraud, abuse, waste, and error in 81-1921
" appropriations for fiscal year 1981 :, 81-1924
" civilian employees stationed abroad., T 81-1786
" finances and the changing national econ 81-1955
" logistics management :report /, Opportu 81-1510
government-furnished materials at Defense contract 81-1485
" materials at defense contract 81-1486
Government Patent Policy Act of 1980 :, H.R. 5715, 81-2092

SAMPLE ENTRY


83-0123
A 1.9:2271
Creighton, C. S. (Charles S.), 1926-
Control of caterpillars on cabbage / [prepared by Science and Education Administration.] —1981 ed.—Washington, D.C.? : The Administration : For sale by the Supt. of Docs., U.S. G.P.O., 1980 i.e. 1981.
23 p. : 23 cm. —(Farmers' bulletin (United States, Dept. of Agriculture) ; no. 2271)—"This bulletin supersedes Farmers' bulletin no. 2099, Control of Caterpillars on commercial cabbage." —Item 9 (microfiche)—S/N 001-000-04185-1 $1.50
1. Cabbage—Diseases and pests—United States. 2. Caterpillars—Control—United States.—I. United States. Science and Education Administration. II. Title. III. Series : Farmers' bulletin (United States. Dept. of Agriculture) ; no. 2271.
SB 762.U55a 1981 80-603339
334.76/0664 OCLC 8203702
MONTHLY CATALOG ENTRY NO.—The entry number is assigned after the records are arranged alphanumerically by the Superintendent of Documents classification number. The first two digits establish the year; the last four digits locate the record in the Catalog.
MAIN ENTRY—A main entry may be a personal author, a corporate author, a conference, uniform title, or the document title, as established by the Anglo-American Cataloging Rules.
TITLE PHRASE/STATEMENT OF RESPONSIBILITY—Title phrase and author statement are recorded from the title page or its substitutes. Material in brackets is supplied from other prominent sources.
IMPRINT—The imprint contains place of publication, issuing agency, and date of issue. Includes name of distributor if different from issuing agency.
COLLATION—Collation notes pages, illustrations, and size.
SUBJECT HEADINGS (Arabic numerals)—Headings are selected from the Library of Congress subject headings. Some Natl. Agricultural Library and Natl. Library of Medicine subjects may be used. Natl. Libr. of Med. subjects will be indicated by an asterisk (*). Natl. Agri. Lib. subjects will be indicated by a dagger (†).
LIBRARY OF CONGRESS CLASS NO.—This is given when it is available from the Library of Congress.
DEWEY CLASS NO.—Dewey class is given when it is available from the Library of Congress.
OCLC NO.—This is the number assigned by the OCLC to identify this record in the data base.
LIBRARY OF CONGRESS CARD NO.—Included when it is available from the Library of Congress.
SUPT. OF DOCS. CLASS NO.—This is the number assigned by the GPO Library to identify the document cataloged.
EDITION—The edition is recorded from information in the document.
SERIES STATEMENT—This identifies the series title and number.
NOTES—Notes include additional bibliographic information about the publication, including funding information for technical reports.
ITEM NO.—This document was distributed to depository libraries requesting this item number. Microfiche indicates the document was distributed as such.
STOCK NO.—This is a Government Printing Office sales stock number. It is used only in ordering from the Superintendent of Documents.
PRICE—GPO sales price.
ADDED ENTRIES (Roman numerals)—When the Government publisher is not a main entry, it is included with added entries.

Once you have found the record in the Government Publications section, copy down author, title, publisher, date, and, most importantly, SUDOCS number. Now turn to the documents card catalog. Cards in this catalog are arranged only by SUDOCS number, not by author, title, or subject.

Look up the SUDOCS number for your publication. If the SUDOCS number does not appear in the documents card catalog, you may assume that we do not own that title. However, to be doubly sure, ask a reference librarian.



Although most government documents are given SUDOCS numbers and shelved in the Library's government publications collection, some government documents are treated like regular books. Records for these documents appear in the library catalog, and they are given L.C. call numbers and shelved in the main collection of circulating books or in the reference collection. A few documents are treated as periodicals and shelved in the periodicals collection, and some documents are retained on microfiche and shelved in the microform collection. Such documents will still have cards under the SUDOCS number in the documents catalog. This card will direct you to the correct location of the document.

Government Documents Card Catalog
(Sample Cards)

LC 1.14:
B 13

(shelved in main
collection:
PS
3511
R 9.4
Z 9.17)

Robert Frost: Lectures on the Centennial of his Birth.

1975.
74p.

L 37.2:
L 11/3

Micro

Listing of Eligible Labor Surplus Areas Under Defense Manpower Policy No. 4A and Executive Order 10582.

April, May, June, 1978
May 1978
Microfiche

95

Federal Government Publications Catalog

The Federal Government Publications Catalog is a commercially produced catalog Government publications. The document citations are contained on a roll of computer output microfilm and accessed on a COM reader similiar to the periodcal ROM readers mentioned in Chapter 5.

While the Federal Government Publications Catalog and the Monthly Catalog index the same documents, the arrangement of the Federal Government Publications Catalog makes it considerably easier to use. This catalog has access by author, title and subject in a combined dictionary format and is cumulated for a ten year period. The form of the document entry is also slightly different. Below is a sample entry from the Federal Government Publications Catalog. Note the position of the SUDOCS number.

Federal Government Publications Catalog
SAMPLE ENTRY

Creighton, C.S.(Charles S.), 1926- Control of caterpillars on cabbage/ prepared by Science and Education Administration. [Washington, D.C.?]: U.S. Dept. of Agriculture, Science and Education Administration: For sale by the Supt. of Docs., U.S. GPO. 23 p.: ill.; 23 cm. (Farmers' bulletin; no. 2271) Item 9 Stock no. 001-000-04185-1 $1.50
Cover title. Authors: C.S. Creighton and J.E. Halfhill. "This bulletin supersedes Farmers' bulletin no 2099, Control of Caterpillars on Commercial Cabbage, 1980."
SuDocs #: A 1.9:2271

Supplemental Indexes to Government Documents

PAIS Bulletin (Public Affairs Information Service Bulletin). New York: Public Affairs Information Service, 1960- . (weekly, with cumulations)

PAIS indexes government documents as well as books, pamphlets, and periodical articles in political science and public affairs. Although it does not give document numbers, the citations will lead you easily to the same document in the Monthly Catalog or the Federal Government Publications Catalog. PAIS is not as comprehensive as either or the two previously mentioned indexes, however, its weekly frequency of publication makes it useful to consult for very current information.

ASI (American Statistics Index). Washington, D.C.: Congressional Information Service, 1973 - .
(DOCS INDEX TABLE Ref Z 7551 .A3x 1974-)

ASI indexes U.S. government statistical publications dating from the 1960's. Each ASI edition is issued in two sections: an abstracts section, containing full descriptions of the content and format of each publication; and a companion index section, containing subject and name, category, title, and report number indexes. The SUDOCS number, which you need to locate a document in Ramsey Library, is included in the document abstract.

Five Things You Must Remember About Locating Documents

1. Ramsey has two general indexes to government publications: The Monthly Catalog and the Federal Government Publications Catalog.

2. The Monthly Catalog has several separate indexes all of which lead you to the entry number in the Monthly Catalog's Government Publications section. The Federal Government Publications Catalog provides immediate access to the document entry so that there is no need to look for an entry number.

3. You must know the SUDOCS number to find a publication in our documents catalog. This number is centered at the top of the document entry in the Government Publications section of the Monthly Catalog. The SUDOCS number is listed at the bottom of the document entry in the Federal Government Publications Catalog.

4. Some documents are classified by L.C. call number and shelved with the books in the main or reference collections, treated as periodicals, or retained on microfiche. The documents catalog will direct you to these specially treated publications.

5. If you need help locating government documents, ask a reference librarian.

EXERCISE

Use the 1984 cumulative subject index to The Monthly Catalog to find a listing for a document on "pneumonia." What is the entry number?

Now find the record for this document in The Monthly Catalog's Government Publications section. What is the title of the document?

What is the SUDOCS number?

Look up the SUDOCS number in the documents card catalog. Does Ramsey Library own this document?

If the Library owns the document, is it shelved in the documents collection, reference, main, periodicals, or microform collection?

Use the Federal Government Publications Catalog to find a listing for a document about "bluefin tuna." What is the SUDOCS number? Look up the SUDOCS number in the documents catalog. Does Ramsey Library own this document?

PART V

EVALUATING SOURCES

EVALUATING THE RELIABILITY OF RESEARCH DATA

Once you have gathered all your research material, the real work of writing your paper begins. You have learned from your English composition courses and from the experience of writing papers in other classes something about the techniques of organizing material and setting up footnotes and bibliographies. What you may not be completely aware of is the necessity for constant vigilance in assessing the reliability, accuracy, and objectivity of your research data. Of course, in many cases it is not possible for you to evaluate your research material, since at the undergraduate level, you may lack the expert knowledge available to a more experienced scholar. Nevertheless, it is somewhat possible for you to evaluate the authoritativeness of books and articles by using certain indexes and reference works in the library. Through indexes, you can find book reviews in journals and newspapers, reviews that will at least give you an idea of how your books were received at the time of publication and how they fit in with the existing literature of your subject. Biographical dictionaries help you evaluate by giving you the professional qualifications of your authors. Both kinds of library materials can help you at least begin forming an opinion about the credibility of your printed resources.

None of us is so gullible as to believe a thing simply because we see it in print. Nevertheless, print does give an air of authority to opinions, especially when the print appears in hard-bound books. It is impossible to calculate the number of falsehoods and foolish ideas that have been published since printing began, but their numbers must be legion. Even respected journals and reputable newspapers are not immune from inaccurate and distorted information. Example: respected British psychologist Sir Cyril Burt. Burt, an international authority in educational psychology, was found to have published inaccurate data. Evidence exists that some of his data were fictitious. In any case, his data could not be substantiated. Example: in 1981, the Washington Post felt compelled to return the Pulitzer Prize for feature writing which it had received for a series of articles on an eight-year-old heroin addict. The Post made this decision after the reporter admitted that practically all the details reported in the series had been fabricated and that no such child had ever existed.

Even highly authoritative reference works are not so objective as they appear. Each culture contributes its own view of factual information, depending on its political social, religious and ethnic composition. For example, examine the articles on two prominent people, former Secretary of State John Foster Dulles and Russian poet and

novelist Boris Pasternak (see page 102). Two of the articles are taken from the third edition 1970-1978 of the official Russian encyclopedia, the Great Soviet. The other two are taken from standard American encyclopedias, the Britannica (1979 ed.) and the Americana (1981 ed.). The differences between reference books are more than superficial, reflecting as they do two totally different systems of political and social values. Is Pasternak's novel Doctor Zhivago "a work of genius," as the Americana asserts, or does it fail because, in the words of the Great Soviet, it expresses "a negative attitude toward the Revolution and a lack of faith in social transformation"? Is it "one of the notable literary and moral events of all time" (Americana) or evidence that Pasternak was undergoing an uncharacteristic lapse of faith, led astray by his own "sense of alienation" (Great Soviet)? The articles on John Foster Dulles are equally revealing. To the Encyclopedia Britannica Dulles is primarily remembered as the architect of U.S. foreign policy in the Cold War and as the statesman who extended the system of anti-Communist alliances to Asia. The Great Soviet also stresses these achievements, but with a different emphasis: "All Dulles' foreign policy activity was directed against the U.S.S.R. and other socialist countries." What to one encyclopedia is clearly a defensive alliance is to the other an act of aggressive diplomacy.

Americana (1981 ed.)

Doctor Zhivago was completed in 1955, but only excerpts were printed in the USSR, where it has never been published in full. An Italian translation appeared in 1957, and in 1958, when the novel was first published in English, it was announced that Pasternak had won the Nobel Prize in literature. He joyfully voiced his acceptance. Within a week, however, having been expelled from the Soviet Writers' Union and subjected to vilifying accusations, he wired his refusal to accept the award "in view of the meaning given to this honor in the community to which I belong." *Doctor Zhivago* was lauded by Western critics as a work of genius and one of the notable literary and moral events of all time. In a narrative of epic scope, including a sequence of poems, the author treats events he himself lived and suffered through, including the Russian revolutions of 1905 and 1917 and the long aftermath of violence and destruction, extending, through an epilogue, into World War II. Against this background he projects a humanistic philosophy and recurrent faith in the creative miracle of life itself. He reaches beyond political matters to universal human values and displays poetic insight worthy of the great masters of Russian literature. See also DOCTOR ZHIVAGO.

Great Soviet (3rd ed.)

In the 1950's, Pasternak underwent a profound crisis. His novel *Doctor Zhivago* expressed a negative attitude toward the Revolution and a lack of faith in social transformation. In 1955, Pasternak admitted that while working on the novel his "own sense of alienation . . . began to lead [him] more and more astray" (see *Istoriia Russkoi sovetskoi literatury*, vol. 3, 1968, p. 377). The publication of this novel abroad in 1957 and the decision to award Pasternak a Nobel Prize in 1958 aroused sharp criticism in the Soviet press: Pasternak was expelled from the Writers' Union and subsequently declined to accept the Nobel Prize.

His last cycle of verses, *When the Skies Clear*, appeared between 1956 and 1959; here, we sense a new surge of the poet's creative powers and his striving to overcome tragic loneliness.

Britannica (1979 ed.)

Dulles, John Foster 5:1081 (b. Feb. 25, 1888, Washington, D.C.—d. May 24, 1959, Washington, D.C.), secretary of state under Pres. Dwight D. Eisenhower, was the architect of many major elements of U.S. foreign policy in the Cold War power struggles with the Soviet Union after World War II.

Abstract of text biography. After studying at Princeton and George Washington universities and the Sorbonne, Dulles entered a New York law firm and specialized in international law. He was counsel to the American delegation to the Versailles Peace Conference and later served as a member of the reparations commission. He was appointed secretary of state by President Eisenhower in January 1953 and served until April 1959. He extended the anti-Communist alliance system begun in Europe with the North Atlantic Treaty Organization by forming a series of regional pacts with Asian governments.

Great Soviet (3rd ed.)

DULLES, JOHN FOSTER. Born Feb. 25, 1888, in Washington, died there May 24, 1959. US government figure and diplomat; a lawyer by profession.

Dulles was closely linked with influential monopolistic circles and for a number of years (beginning in 1927) headed the large law firm of Sullivan and Cromwell, which arranged deals, in particular, between American and German monopolies in the 1920's and 1930's. He was director of the international monopoly International Nickel Company, a member of the board of directors of the New York City Bank, and chairman of the board of trustees of the Rockefeller Foundation. Dulles began his diplomatic activity in 1907 as secretary to the US delegation at the Second Hague Conference. At the Paris Peace Conference of 1919–20, Dulles was an adviser to the American delegation. In 1924 he participated in drawing up the Dawes plan. After World War II (1939–45) he played a very active role in the preparation of the so-called Marshall Plan and in the organization of the North Atlantic Pact (1949). Between 1953 and 1959 he was US secretary of state. All Dulles' foreign policy activity was directed against the USSR and the other socialist countries. He initiated and carried out such policies as "[acting] from a position of strength" and "balancing on the brink of war."

D. S. ASANOV [7–1524–1]

The passage of time also changes the "objective" facts in reference books. The eleventh edition of the Encyclopaedia Britannica (1911) is considered the epitome of early twentieth-century scholarship, reflecting as it does the ideas and values of the last secure European generation before the First World War. However, the 1911 Britannica also reflects the cultural prejudices and racial stereotypes of its own era. Read the following excerpt from its article on "Hysteria."

> It is rare in young children, but very frequent in girls between the ages of fifteen and twenty-five, while it sometimes manifests itself in women at the menopause. It is much more common in the female than in the male—in the proportion of 20 to 1. Certain races are more liable to the disease than others; thus the Latin races are much more prone to hysteria than are those who come of a Teutonic stock, and in more aggravated and complex forms. In England it has been asserted that an undue proportion of cases occurs among Jews. Occupation, or be it rather said want of occupation, is a prolific cause. This is noticeable more especially in the higher classes of society.

Not only is this portion of the article medically and sociologically incorrect (as determined by subsequent findings in psychology and psychoanalysis) but it reflects what are today unpalatable racial, sexual, and even class-bound stereotypes. In the light of subsequent history, including the rise of Nazism and the Holocaust, it is bitterly ironic to read that "the Latin races are much more prone to hysteria than are those who come of a Teutonic stock."

The point of these examples is this: be wary of printed sources, no matter how "authoritative," if what they say seems to conflict with experience or common sense or informed judgement. Never accept any dubious information merely because it comes from a reputable source. In this post-Watergate society, one doubts whether anyone really needs to be given such advice, but it does not hurt to reiterate it. It is important to walk the fine line between credulousness and contentious disagreement for its own sake.

Two Techniques to Help the Skeptic

Biographical Information

In Chapter 4, we discussed some titles of various biographical dictionaries. These dictionaries will help you

to determine the credibility and authoritativeness of authors because they give you brief synopses of individuals' professional credentials. Education, professional appointments, honors and awards, and publications all mark an author as suited (or unsuited) to write about a topic. Listed below are a few titles that are exceptionally useful for locating biographical information on writers and academic authors. Others also exist, and for these you must consult the library catalog or ask a librarian.

Contemporary Authors (Ref PN 771 C6)
Biographical information about authors of all types of works: nonfiction, fiction, poetry, children's books, etc. This work also has a separate supplement known as the permanent series. The permanent series lists deceased and inactive authors.

American Men and Women of Science (Ref Q 141 A4.7)
Succinct information about currently active scientists and social scientists.

Dictionary of American Scholars (Ref LA 2311 C3.2)
Biographical sketches of college and university professors and other scholars. Its four volumes cover history, English, speech and drama, foreign languages, philosophy, religion, and law.

Who's Who series (Marquis Publications)
The Marquis Publishing Company issues a series of fourteen separate Who's Who directories for the United States. The best known one is Who's Who in America, which lists men and women of national prominence, but there are also four regional Who's Who volumes for different areas of the United States. There is even a separate Who's Who of American Women.

Biography & Genealogy Master Index
Although this set of volumes does not in itself give you biographical information, it does lead you to reference works that do give such information.

Book Reviews

Book reviews in journals and newspapers can give you some idea of how a book fits into the literature of the subject on which you are doing research. Special indexes can lead you to books reviews that have been published in this country since the late nineteenth century. Below are those indexes owned by the Ramsey Library.

America: History and Life, Part B

Book Review Digest (1905-date)
Book Review Index (1965-date)
Children's Book Review Index (1973-1983)
Combined Retrospective Index to Book Reviews in Scholarly Journals, 1886-1974
Current Book Review Citations (1976-1982)
Index to Book Reviews in the Humanities (1961-date)
Index to Book Reviews in Historical Periodicals (1973-date)
National Library Service Cumulative Book Review Index, 1905-1974

References to book reviews can also be found in the concluding sections of the following periodical indexes:

Applied Science and Technology Index
Art Index
Biological and Agricultural Index
Business Periodical Index
Cumulative Index to Nursing and Allied Health Literature
Education Index
General Science Index
Humanities Index
Social Sciences Index
Readers' Guide to Periodical Literature

Of all those titles on this list, the one index that provides direct information about the contents of reviews is the Book Review Digest, a portion of which is reproduced on the next page. The Digest indexes reviews for about 6,000 books every year. These reviews appear in seventy English-language periodicals. Emphasis is on popular literature, especially fiction. The Digest is unique in that it is the only book review index that gives you actual excerpts from reviews. Because of this feature, it is easy to use the Book Review Digest to find a representative selection of opinion from many different journals and newspapers.

Book reviews and biographical sketches can provide only some of the criteria for judging the quality of your research material. In the end, the final decision about the effectiveness of your data must be based on your own judgment.

BOOK REVIEW DIGEST

APRIL 1986

(Subject and title index follows the entries)

A

ABBOTT, H. PORTER. Diary fiction: writing as action. 228p $22.50 1984 Cornell Univ. Press
809.3 1. Fiction—Technique
ISBN 0-8014-1713-9 LC 84-7111

The author here examines fiction by such writers as "Goethe, Lermontov, Tennyson, Sartre, Bernanos, Mauriac, Bellow, and Beckett to explore the use of the diary and letters as a literary device. He points out that diary fiction offers mimetic, temporal, and thematic advantages less easily obtainable in other modes." (Libr J) Bibliography. Index.

"[This study,] which includes an extensive chronological bibliography of diary fiction, is both seminal and accessible."
Libr J 109:2066 N 1 '84. Linda Simon (110w)

Times Lit Suppl p697 Je 21 '85. John Bayley (1850w)

"Although Abbott's approach creates some dissatisfaction for a formalist critic who might question the inclusion of discussion of Samuel Richardson's Pamela and Clarissa or The Portuguese Letters in such a study, it permits for a fascinating analysis of the variety of 'reflexive advantages of diary fiction for the developing artist.'. . . Abbott's range is impressive and his perceptions are profound. . . . Some notice should be given to Abbott's 'Bibliography of Diary Fiction.' If, as he declares, his two lists are not intended to be definitive, they are nevertheless a valuable chronological guide to works of diary fiction from 1669 to 1982, as well as further evidence of his total familiarity with the fictional mode."
World Lit Today 59:322 Spr '85. Robert D. Spector (400w)

ACHESON, PATRICIA C. Our federal government: how it works; an introduction to the United States government. 4th rev ed 322p pa $11.95 1984 Dodd, Mead
320.973 1. United States—Politics and government
ISBN 0-396-08312-9 (pa) LC 84-1534

This book describes the complexities of the United States government, from the basic elements of the Constitution, the three branches, and the Federal Judiciary to the growth of the independent agencies. Index. For the first edition see BRD 1959.

"As a reference for looking up a two or three-page summary of what a particular executive department or independent agency does, Ms. Acheson's book has some limited usefulness. It has, however, a serious defect: its almost worshipful adoration of the national government, viewing it as virtually omniscompetent."
Christ Sci Monit p42 N 19 '84. Mark Hendrickson (200w)

"[The author] has done a super job of explaining why we need an organized government and how the major divisions came into being and what services they provide. All the Executive Departments are described including a lot of the independent agencies such as the Environmental Protection Agency and the Nuclear Regulatory Commission. There are interesting tidbits about the divisions. . . . Also included is an appendix with the Constitution in it and a detailed index. This up-to-date book on our federal government is a must for reference shelves. . . . Grades ten to twelve."
Voice Youth Advocates 8:144 Je '85. Barbara McKee (120w)

ADERETH, M. (MAXWELL). The French Communist party: a critical history (1920-1984), from Comintern to "the colours of France". 326p $27.50 1984 Manchester Univ. Press
324.244 1. France—Politics and government 2. Communist Party (France)
ISBN 0-7190-1083-7 LC 84-9696

The author "surveys the history of the French Communist party (PCF), beginning with a brief overview of its origins in French socialism in the 1880s and ending with its participation in the government, 1981-84. Most of the book deals with the period between the Comintern (1921) and the 24th Party congress (1982)." (Choice) Bibliography. Index.

"[The author's account] is not dogmatic, and it includes some criticism of the PCF. . . . The book contains a good bibliography and several helpful appendixes. It should be used alongside the standard accounts by Jacques Fauvet, Histoire du Parti communiste français (1977) and Ronald Tiersky, French Communism, 1920-1972 [BRD 1975]. For academic libraries, community college level and up."
Choice 22:1551 Je '85. S.C. Hause (150w)

"[The author] purports to have written a 'critical history' of the PCF, but it . . . amounts in practice to a circumspect general defence of the PCF's behaviour, despite occasional reservations or repudiations of particularly indefensible attitudes or conduct. . . . While painstaking in recalling many of the facts, Adereth has really offered a slanted description rather than a critical analysis."
Times Lit Suppl p516 My 10 '85. J.E.S. Hayward (500w)

ADERETH, MAXWELL. *See* Adereth, M. (Maxwell)

AGNEW, JOHN A., ed. The City in cultural context. *See* The City in cultural context

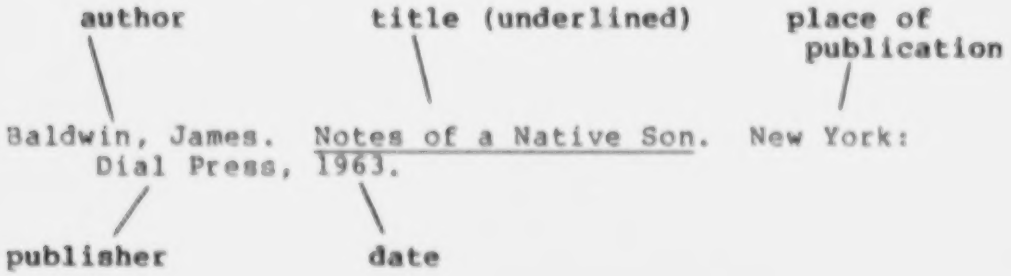
ALASKAN RESOURCES DEVELOPMENT: issues of the 1980s; edited by Thomas A. Morehouse. 212p il maps $20 1984 Westview Press
333.7 1. Natural resources—United States 2. Alaska—Economic policy
ISBN 0-86531-512-4 LC 83-51157

APPENDIX A

Bibliographic Form/Sample Bibliography

In the previous section on bibliographies (Chapter 4) we discussed the basic elements of a bibliographic citation. While there are many acceptable styles of listing the bibliographic elements of a citation, an examination of the citations in any given bibliography will show that they follow a consistent style throughout. If you are writing a course-related research paper, **always** consult your instructor to find out if a specific style of notation is required. Outlined below are examples of sources cited in the Chicago style (University of Chicago. A Manual of Style.). The following sample bibliography is also listed in the Chicago style.

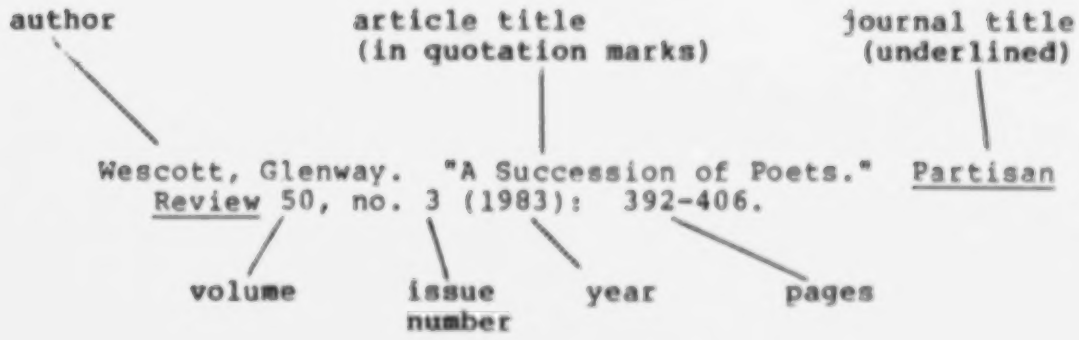
Bibliographic Citation for a Book



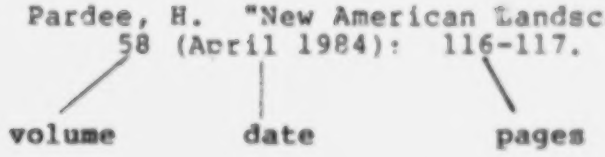
Bibliographic Citation for a Journal

Bibliographic citations for journals should include enough publishing information to identify the article in the literature. However, since journals and magazines are published in various intervals (weekly, monthly, quarterly, etc.) and with differing forms of pagination (each issue separately paged, or continous paging within a volume), always check a style manual for the proper form to identify the journal being cited. Note the difference in the examples on the next page.

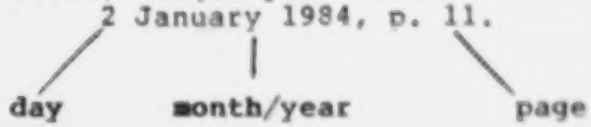
(Article in a scholarly journal with each issue numbered separately)



(Article with month or season necessary for identification)



(Article in a popular weekly magazine)



SAMPLE BIBLIOGRAPHY

Education of the Down's Syndrome Child

Cardoso-Martins, C. "Early Vocabulary Acquisition by Children with Down's Syndrome." American Journal of Mental Deficiency 90 (1985): 177-184.

Conniff, J.C. "Manchild Coming of Age." New York Times Magazine, 18 August 1985, p. 31.

Facts About Down Syndrome. Bethesda, MD: National Institute of Child Health and Human Development, 1984.

Hanson, M. Teaching Your Down Syndrome Infant. Austin, TX: Pro-Ed, 1978.

"Parents' Faith and the Success of Their Special Child." Los Angeles Times, 1 February 1985, sec. 5, p. 1, col. 1.

Petrakis, Peter L. "Down's Syndrome." Academic American Encyclopedia, 1986 ed.

Pines, M. "Infant-Stim." Psychology Today, June 1982, pp. 48-50.

Pueschel, Siegfried. The Young Child With Down's Syndrome. New York: Human Science Press, 1984.

Stratford, Brian. "These Our Beloved Children." Early Child Care Development 17, no. 4 (1984): 281-289.

APPENDIX B

STYLE MANUALS

Style manuals show you in detail how to write footnotes, set up a bibliography, and handle the mechanics of writing a research paper.

Items with a star(*) are especially useful.

General

Allen, Eliot D., and Colbrunn, Ethel B. A Short Guide to Writing a Research Paper Manuscript Form, and Documentation. Rev. ed. DeLand, FL: Everett-Edwards, 1976, c1975. (Ref LB 2369 A59 1976)

Allen, Eliot D., and Colbrunn, Ethel B. The Student Writer's Guide. 5th ed. Deland, FL: Everett-Edwards, 1976. (Ref LB 2369 A593 1976)

Allen George R. The Graduate Students' Guide to Theses and Dissertations; A Practical Manual for Writing and Research. San Francisco: Jossey-Bass, 1973. (LB 2369 A595)

*Campbell, William Giles, et al. Form and Style: Theses, Reports, Term Papers. 6th ed. Boston: Houghton Mifflin, 1992. (LB 2369 C3 1982 - Kept on permanent reserve.)

Dugdale, Kathleen. A Manual of Form for Theses and Term Reports. Rev. ed. Bloomington, IN: Indiana University, 1962.
(LB 2369 D8)

Dugdale, Kathleen. A Manual on Writing Research. Bloomington, IN: Indiana University, 1962. (PE 1478 D8)

Dwight, John A., and Speer, Dana C. How to Write a Research Paper. Mentor, OH: Learning Concepts, 1970. (Ref LB 2369 D86)

McGraw-Hill Style Manual: a Concise Guide for Writers and Editors. New York: McGraw-Hill, 1983. (Ref PN 147 .M47 1983)

Macrorie, Ken. Searching Writing: A Context Book. Rochelle Park, NJ: Haysten Book Co., 1980. (PE 1408 M33253)

*MLA Handbook for Writers of Research Papers. 2nd ed. New York: Modern Language Association of America, 1984. (Ref PE 1478 .M57 1984)

Polking, Kirk. The Beginning Writer's Handbook. Cincinnati: Writer's Digest, 1968. (PN 147 P6.4)

Pugh, Griffith T. Guide to Research Writing. 2nd ed. Boston: Houghton Mifflin, 1963. (PE 1478 P8)

Skillin, Marjorie E. Words Into Type. 3rd ed. Englewood Cliffs, NJ: Prentice-Hall, 1974. (Ref PN 160 S52 1974)

*Turabian, Kate L. A Manual For Writers of Term Papers, Theses and Dissertations. 4th ed. Chicago: University of Chicago Press, 1973. (Based on Chicago University Press A Manual of Style). (LB 2369 T8 1973)

*University of Chicago. A Manual of Style. 13th ed. Chicago: University of Chicago Press, 1982. (Ref Z253. C57 13th ed)

Williams, Cecil Brown. A Research Manual for College Studies and Papers. 3rd. ed. New York: Harper and Row, 1963. (Ref LB 2369 W5)

Science and Technology

American Chemical Society. Handbook for Authors of Papers in American Chemical Society Publications. Washington, DC: ACS, 1978. (T 11 A4 1978)

American Chemical Society. Manual for Authors and Editors. Washington, DC: ASC, 1986. (Ref QD 8.5 A25 1986)

Council of Biology Editors, Committee on Form and Style. CBE Style Manual. 4th ed. Washignton, DC: American Inst. of Biological Sciences, 1978. (Ref QH 304 C68 1978)

Erlich, Eugene H. The Art of Technical Writing: A Manual for Scientists, Engineers, and Students. New York: Crowell, 1964. (T 11 E3.5)

Fieser, Louis Frederick. Style Guide for Chemists. New York: Reinhold, 1960. (QD 7 F5)

Garn, Stanely M. Writing the Biomedical Research Paper. Springfield, IL: C.C. Thomas, 1970. (Ref R 119 G36)

Gensler, Walter J. Writing Guide for Chemists. New York: McGraw-Hill. 1961. (T 11 G4)

Morris, Jackson E. Principles of Scientific and Technical Writing. New York: McGraw-Hill, 1966. (T 11 M5.8)

Pearsall, Thomas E. Audience Analysis for Technical Writing. Beverly Hills, CA: Glencoe, 1969. (T 11 P3.6)

Smith, Richard W. Technical Writing. New York: Barnes and Noble, 1968. (T 11 S5.8)

Souther, James W. Technical Report Writing. 2nd ed. New York: Wiley, 1977. (T 11 .S65 1977)

Weisman, Herman M. Basic Technical Writing. 2nd ed. Columbus, OH: Merrill, 1968. (T 11 W4.3)

Wellborm, Grace (Pleasant). Technical Writing. Boston: Houghton Mifflin, 1961. (PE 1475 W4)

Social Sciences

*American Psychological Association. Publications Manual of the APA. 2nd ed. Washington, DC: American Psychological Assn., 1974. (Ref BF 76.7 A4.6)

Linton, Marigold. A Simplified Style Manual for the Preparation of Journal Articles in Psychology, Social Sciences, Education and Literature. Englewood Cliffs, NJ: Prentice-Hall, 1972. (Ref Pn 147 L46)

Mullins, Carolyn J. A Guide to Writing and Publishing in the Social and Behavior Sciences. New York: Wiley, 1977. (Ref H 91 M8)

Sternberg, Robert J. Writing the Psychology Paper. Woodbury, NY: Barron's Educational Series, 1977. (Ref BF 76.8 S7.3)

Business and Management

Ironman, Ralph. Writing the Executive Report; A Guide....for Science, Technology and Management. New York: Funk and Wagnalls, 1966. (PE 1478 I7)

Shurter, Robert Le Fevre, et al. Business Research and Report Writing. New York: McGraw-Hill, 1965. (PE 1478 S4.7)

Critical Reviews

Allen, Eliot D. A Short Guide to Writing a Critical Review. Deland, FL: Everett-Edwards, 1976. (Ref PN 98 B7 A4)

Music

Irvine, Demar, ed. Writing About Music: A Style Book for Reports and Theses. 2nd ed. Seattle: University of Washington Press, 1968. (ML 3797 I79 1968)

Government Documents

Garner, Diane L. The Complete Guide to Citing Government Documents. Bethesda, MD: Congressional Information Service, Inc., 1984. (Ref J 9.5 G37 1984)

United States Government Printing Office. Style Manual. Washington, DC: GPO, 1984. (GOVT GP1.23/4:St 9/984)

Media

Fleischer, Eugene. A Style Manual for Citing Microforms and Nonprint Media. Chicago: American Library Association, 1978. (Ref PN 171.F56 F57)

How To Do Research

Barzun, Jacques. The Modern Researcher. New York: Harcourt, Brace, Jovanovich, 1977. (D 13 B334 1977)

Coyle, William. Research Papers. 2nd ed. New York: Odyssey Press, 1965. (Z 253 C6x)

Hook, Lucyle. The Research Paper. 3rd ed. Englewood Cliffs, NJ: Prentice-Hall, 1964. (PE 1478 H6)

Kehler, Dorothea. Problems in Literary Research: A Guide to Selected Reference Works. Metuchen, NJ: Scarecrow Press, 1975. (Ref PN 523 K4x)

Morse, Grant W. Concise Guide to Library Research. 2nd ed. New York: Fleet Academic Eds., 1975. (Ref Z 1035.1 M6 1975)

Pugh, Griffith T. Guide to Research Writing. 2nd ed. Boston: Houghton Mifflin, 1963. (PE 1478 P8)

Usage

Bernstein, Theodore M. The Careful Writer. New York: Athenuem, 1965. (PE 1460 B4.617)

Bernstein, Theodore M. Dos Don'ts and Maybes of English Usage. New York: Times Book, 1977. (Ref PE 1460 B4618)

Bernstein, Theodore M. Miss Thistlebottom's Hobgoblins: The Careful Writer's Guide. New York: Farrar, Straus and Giroux, 1973. (PE 1460 B4627)

Follett, Wilson. Modern American Usage; A Guide. New York: Hill and Wang, 1966. (PE 2835 F6)

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GLOSSARY OF USEFUL TERMS

Abstract - (1) A brief summary of a document, article, book, or thesis. (2) An index listing articles and sometimes books, dissertations, and other research on a subject, that provides a brief summary of each item listed.

Acronym - A word formed from the initials of other words (e.g. NATO, from North Atlantic Treaty Organization).

Annotated bibliography - A bibliography that has notes describing and sometimes evaluating the contents of material listed.

Annotation - A note accompanying an entry in a bibliography or catalog intended to describe or evaluate the work cited.

Anthology - A collection of selections from the writings of one or more authors (e.g., an anthology of poetry).

Bibliography - (1) The art or science of the description and history of books. (2) Loosely, the science of books. (3) A list of material, print or non-print, on a given subject or by a given author; the literature of a subject -- e.g., the bibliography of physics.

Biography - The history of a person's life.

Book number - In the Library of Congress classification system, an alphanumeric set of symbols, derived (usually) from the first letter of the last name of the principal author of an item together with a code which causes the item to be shelved alphabetically by author within the set of items assigned that classification. The book number appears below the classification number (see below) and forms a part of the call number (see below).

Boolean combinations - In online searching, the technique of combining two or more search terms with AND, OR, or NOT, to create logic statements for searching two or more concepts simultaneously.

Browsing - In online catalog searching, the process of viewing alphabetically the index terms or headings that appear in a particular index.

Call number - A set of symbols (alphabetic characters and numerals) which uniquely identify a book and determine its relative shelving locations. A call number consists of a holdings location code, a classification number, a book number, and in some cases, a publication date.

Citation - To cite a publication is to refer to that publication as a source of information, either in a bibliography or in an index such as the Readers' Guide to Periodical Literature. Bibliographic citations for books generally include all publishing information: author or editor, title, place of publication, publisher, and date. Citations for a periodical article must contain enough information about the article to locate it in the literature; usually the author, article title, journal title, journal volume or year, and the pagination.

Classification number - In actuality, a misnomer, since in the Library of Congress classification system, a classification code consists of both alphabetic characters and numerals. The classification "number" is that part of a call number which signifies the subject category to which an item has been assigned.

Classification system - A library classification system is a set of tables together with rules for use of those tables which are used in the process of categorizing or classifying items, usually by subject. The use of a subject classification system as the basis of call numbers assigned to items in a library results in items on the same subject being shelved close together.

Collation - That part of a catalog record which is a physical description of the items(s) cataloged. Usually included are the number of volumes or pages of the item, the size of the item in centimeters, and an indication of the illustrative matter in the item.

Controlled vocabulary - Subject headings chosen to represent topics under which to list books on those topics in a library catalog.

Corporate author - A society, institution, government department, bureau, or other organization which issues works under its name or by its authority.

DIALOG - An online information retrieval service operated by Lockheed Information Systems and containing over 220 databases in the fields of science, technology, business and the humanities.

Imprint - The place of publication, the name of the publisher, and the date of publication of a book or other printed work.

Interlibrary loan - A system by which one library can borrow publications from another library.

Microforms - Microforms held in this library are of two types, microfiche and microfilm. **Microfilm** is a roll of film on which documents, printed pages, etc. are photographed in a reduced size for convenience in storage. **Microfiche** is a small sheet of microfilm on which a number of pages of microcopy are recorded. Microforms must be viewed on special reading machines.

Monograph - A systematic and complete treatise on a particular subject, usually detailed in treatment but not extensive in scope. A scholarly work published in book format.

Online bibliographic retrieval - The process of searching computer-stored bibliographic data. Many printed indexes and abstracts are also available in online versions for this kind of retrieval. The result of such a search is a custom-designed bibliography containing citations for books, articles, and other material.

Quarto and Folio - Two size designations for oversize books. In this library, quartos are approximately 11 to 15 inches high; folios are 15 inches or more high.

See reference - A direction in an index, or catalog or subject headings list that refers you from an unusal name or subject heading to the form of name or heading that is used (e.g., "Seven deadly sins" see "Deadly sins" or "Clemens, Samuel" see "Twain, Mark"). Sometimes called "cross reference."

Subdivision - An additional term or phrase added to a subject heading that subdivides the subject into one of its many aspects, or limits the subject to a particular time period or location, or identifies a particular type of publication that deals with that subject.

Subject heading - The word or phrase used to represent a topic in a library catalog. Used in the library subject catalog to list books by topic.

Subject heading list - A list of valid subject headings used to represent topics in a library catalog.

SUDOCS number - The classification number assigned to government documents by the Government Printing Office. Also called "documents number" or "Superintendent of Documents number."

Thesaurus - (1) Another name for a subject headings list or controlled vocabulary. (2) A list of words along with their antonyms and synonyms. Unlike dictionaries, thesauri do not usually provide definitions.

Tracing - A listing on a catalog record of all the other headings (subjects, titles, personal and corporate names) under which the work is represented in the catalog. The tracings are listed at the bottom of the catalog record.

Truncation - In online catalog searching, the technique of using shortened search terms, together with a special symbol called a truncation symbol, to instruct the computer to search for and retrieve items which match the search term up to the point of the truncation symbol.

Union catalog - An author, subject, or title catalog listing the holdings of a group of libraries. A periodical union list, such as the Union List of Serials, is an alphabetically-arranged title catalog showing which libraries own certain journals.